

SUPPORT SERVICES

Series 700

Policy Title . . . SAFE AND HEALTHFUL FACILITIES Code No. 720

It shall be the policy of the School Board to provide safe and healthful facilities for staff and students. The Assistant Superintendent for Business Services shall maintain the necessary schedule for building and grounds inspection.

Date of Adoption:
October 20, 2008

Legal Reference: Code of WI
Section 120.12(1)

SUPPORT SERVICES

Series 700

Policy Title . . . SAFE AND HEALTHFUL FACILITIES Code No. R-720
ADMINISTRATIVE PROCEDURE TITLE...Fire Exit Procedures

A fire exit is an exit route, which is a continuous and unobstructed path of exit travel from any point within a building to a place of safety.

Everyone within the building is responsible to help ensure that exits do not become blocked or obstructed. The following guidelines are enforced in all school buildings.

- At no time should you block any exit door by placing any item in front of the doorway.
- At no time should you block the pathway leading from an exit door with equipment or by parking a vehicle in front of the door or exit pathway.
- Hallways are to be kept free of all furniture and equipment (i.e. AV carts, computers, tables, chairs, cabinets, plants, popcorn machines, or any item which might become an obstacle in an evacuation of the building.)
- Students should not be using the hallway for projects (i.e. art, making of banners, racing of derby cars, or any other project which might cause a trip and fall hazard during an evacuation of the building.)
- All gymnasium aisles and exit pathways that have been created by setups in the gymnasium for concerts or performances (i.e. chairs, tables, music equipment, staging, or other items) should not be blocked by persons, or groups of people standing in the exit aisle or pathway during a performance.
- Auditorium aisles should not be blocked by persons, or groups of people standing in the exit pathway or aisle during a performance.

The sole purpose of these guidelines is to save human lives, stay code compliant and help ensure that our school buildings remain a safe place to learn.

SUPPORT SERVICES

Series 700

Policy Title . . . SAFE AND HEALTHFUL FACILITIES Code No. R-720.1
ADMINISTRATIVE PROCEDURE TITLE...
Use of electrical appliances and/or the use of open flame in district facilities

In order to increase safety and security for staff and students the following procedures shall be followed:

1. All electrical appliances used in any district facility will be checked by the Building Engineer responsible for that facility. It is the responsibility of those bringing appliances into the school building, to bring appliances to the Building Engineer for approval before using.
2. Only electrical appliances meeting applicable safety standards will be deemed acceptable for use to include extension cords and holiday lights, etc. Holiday lights may not be strung from light fixtures or from ceiling tiles. All holiday lights must be inspected by the Building Engineer before being set up.
3. No coffee makers, hot plates, toasters, Nesco roasters, microwaves, refrigerators, electric heaters, plug-in air fresheners or other appliances with a heating element will be allowed in the classroom. Teacher work rooms/lounges and offices may have coffee makers, microwaves, Nesco roasters, refrigerators, may be restricted if it is deemed a hazard due to location and available electrical as determined by the Director of Buildings and Grounds and the Building Engineer.
4. All acceptable appliances will be tagged by the Building Engineer on an annual basis certifying compliance with safety standards. It is the responsibility of staff to bring appliances to the Building Engineer when bringing personal appliances back to school for inspection and tagging before taking to the classroom or office.
5. All personally owned electrical appliances must be taken home each summer for cleaning and maintenance. District Engineers and custodians are not responsible for cleaning and maintenance of personal appliances.
6. No candles or open flame, alcohol or kerosene lamps, to be used in the classroom except where necessitated by curriculum and approved by both the Building Principal and the Director of Buildings and Grounds. Scented candles, which are intended for decorating, are not allowed in classrooms or office areas.

7. Use of candles or open flames is not allowed at any time for any event in auditoriums, commons or any other area of a large gathering without the express approval of the building principal and the Director of Buildings and Grounds.
8. All fires regardless of size or origin must be reported to the local Fire Department as soon as it becomes known and before disturbing the scene to allow for the Fire Department to perform investigation and reporting.
9. No real Christmas trees, wreaths, tree branches, straw bails, corn stalks or any other decoration which might be deemed a fire hazard will be allowed.
10. No residential upholstered furniture (*i.e. chairs, recliner chairs, couches*) will be allowed in school buildings.
11. All stage prop plans and use of materials must have approval from the Director of Buildings and Grounds and Building Engineer before being used.
12. No more than 20% of a wall surface may be covered with paper or other combustible material. Hallways and exit paths may not have wall coverings, which cover the wall area from floor to ceiling or coverings which extend along the wall. Nothing shall be hung from the ceilings or light fixtures.

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