

# **Brunswick County Schools Safety Department**

## **Fire and Safety Guidelines**

The intent of this publication is to provide information to all school personnel of the importance of fire safety and how to maintain a safe working environment.

### **Fire and Safety Responsibilities**

The North Carolina General Statutes, Chapter 115C, subsection 288, paragraph (d), states under Powers and Duties of the Principal that: "It shall be the duty of the Principal to conduct a fire drill during the first week after the opening of school and at least one fire drill each school month, in each building in his charge, where children are assembled." The paragraph also states that the Principal shall inspect each of the buildings in his charge at least twice each month during the regular school session. This inspection shall include cafeterias, gymnasiums, boiler rooms, storage rooms, auditoriums and stage areas as well as all classrooms. This inspection shall be for the purpose of keeping the buildings safe from the accumulation of trash and other fire hazards. It shall be the duty of the principal to file two copies of a written report once each month during the regular school session with the superintendent of his local school administrative unit, one copy of which shall be transmitted by the superintendent to the chairman of the local board of education. This report shall state the date the last fire drill was held, the time consumed in evacuating each building, that the inspection has been made as prescribed by law and such other information as is deemed necessary for fire safety by the Commissioner of Insurance, the Superintendent of Public Instruction and the State Board of Education."

The North Carolina General Statutes, Chapter 115C, Subsection 525, paragraph (b) Inspection of Schools for Fire Hazards; Removal of Hazards. "That every public school building in the State shall be inspected a minimum of two times during the year in accordance with the following plan: Provided, that the periodic inspections herein required shall be at least 120 days apart."

Brunswick County Schools are required to schedule fire drills through the Brunswick County Schools safety website. Completed Principal's Monthly Fire Drill & Inspection Reports must be filed in school's Completed Safety Drills folder which is accessed through the safety website.

## **Excerpts from the North Carolina State Building Code: Fire Code**

All Brunswick County Schools will be inspected twice during the school year by the Brunswick County Codes Enforcement Branch. Below are some excerpts from the Fire Code of the most frequently observed violations.

### **807.5.5.2 Artwork In Corridors.**

Artwork and teaching materials shall be limited on the walls of corridors to not more than 20 percent of the wall area.

### **807.5.2.3 Artwork in Classrooms.**

Artwork and teaching materials shall be limited on the walls of classrooms to not more than 50 percent of the specific wall area to which they are attached.

### **605.5 Extension Cords**

Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings. Extension cords shall be used only on portable appliances for temporary intervals. [i.e. vacuum cleaner, box fan, ect. For a short period of time.]

### **605.5.3 Maintenance**

Extension cords shall be maintained in good condition without splices, deterioration or damage.

### **605.4 Multiplug adapters**

Such as cube adapters, unfused plug strips or any other device not complying with the ICC Electrical Code shall be prohibited. [grounded i.e. three prong plug, fused reset, and ul listed sticker or affixed symbol].

### **605.4.2 Power Supply**

Relocatable power taps shall be directly connected to a permanently installed receptacle. [i.e. surge protector that plugs directly into an electrical receptacle. No piggybacking of a surge protector into a surge protector.]

### **703.3 Ceiling**

The hanging and displaying of salable goods and other decorative materials from acoustical ceilings systems that are part of a fire-resistance-rated floor/ceiling or roof/ceiling assembly shall be prohibited. [i.e. no combustibles hanging from the ceiling.]

**604.6.1 Functional test**

A functional test shall be conducted on all emergency lights and exit signs every 30 days.

**315.3.3 Equipment rooms**

Combustible material shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms or in fire command centers.

**605.3 Working space and clearance for electrical equipment**

A working space of not less than 30 inches in width, 36 inches in depth and 78 inches in height shall be provided in front of electrical service equipment. No storage of any material shall be located within the designated working space. [Note: See NFPA 70 National Electrical code for additional restriction for clearances 2017 NEC table 11026(a)(1)].

**906.6. Unobstructed and unobscured**

Fire Extinguishers shall not be obstructed or obscured from view.

**906.7 Hangers and brackets**

Hand-held portable fire extinguishers, not housed in cabinets, shall be installed on the hangers or brackets supplied. Hangers or brackets shall be securely anchored to the mounting surface in accordance with the manufacturer's installation instructions.

**315.3.2 Means of egress**

Combustible materials shall not be stored in exits or exit closures for stairways.

**1003.6 Obstructions**

A means of egress shall be free from obstructions that would prevent its use, including the accumulation of snow and ice.

**1003.6 Furnishings and decorations**

Furnishings or other objects shall not be placed so as to obstruct exits, access thereto, egress therefrom or visibility thereof.

**806.3 Obstructions of means of egress**

The required width of any portion of a means of egress shall not be obstructed by decorative vegetation.

**1020.3 Obstruction.**

The minimum width or required capacity of corridors shall be unobstructed.

### **1010.1 Doors**

Means of egress doors shall be readily distinguishable from the adjacent construction and finishes such that the doors are easily recognizable as means of egress doors. Mirrors or similar reflecting materials shall not be used on egress doors. Nor shall they be concealed by curtains, drapes, decorations or similar materials.

### **1017.1 General**

An exit shall not be used for any purpose that interferes with its function as a means of egress. Means of egress is defined as a continuous and unobstructed path of vertical and horizontal egress travel from any point in a building to a public way.

### **Table 1020.2 Corridor Width**

The minimum corridor width shall be 72" in Group E (educational) when having a capacity of 100 or more.

### **906.2 General Requirements.**

Portable fire extinguishers shall be serviced, tagged, and inspected yearly by a 3rd party fire protection company per NFPA 10.

### **315.3.1 Ceiling Clearance.**

Storage shall be maintained 2 feet or more below the ceiling in non-sprinklered areas of buildings and not less than 18 inches below sprinkler head deflectors in sprinklered area of buildings.

### **703.2 Opening protectives.**

Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable. [i.e. fire doors being wedged open. Often seen in hallway corridors involving classroom doors].

### **701.2 Unsafe condition.**

Where any components in this chapter are not maintained and do not function as intended or do not have the fire resistance required by code which the building was constructed, remodeled or altered such components or portions thereof shall be deemed an unsafe condition. [i.e. a classroom fire doors located within a corridor where they're covered with a combustible decorative covering].

### **Table 405.2 Fire and Evacuation Drills**

Educational occupancies are required to have monthly fire drills with all occupants participating.

**509.2 Equipment Access**

Storage, trash and other materials or objects shall not be placed or kept in a manner that would prevent such equipment from being readily accessible. [i.e. sprinkler riser room, fire extinguisher cabinets, electrical rooms, mechanical rooms, ect.]

**904.12.6.2 Extinguishing system service**

Automatic fire-extinguishing systems shall be serviced at least every six months by a 3rd party fire protection company. [i.e. kitchen fire suppression systems].