

CROWLEY ISD ADMINISTRATIVE REGULATION

Board Policy: CKC (LEGAL)

Date Effective: October 23, 2007

Revision Date: August 2013

Re: FIRE DRILL REPORTING

Pursuant to Policy CKC (LEGAL), campuses will conduct mandatory fire drills to prepare District students and employees for response to an emergency.

I. Fire Drills will be conducted in accordance with the following guidelines:

- All students, faculty, and staff will participate in one fire drill each month. (See Exhibit A)
- Campuses will practice alternate obstructed and unobstructed drills conducted at different times during the day and on varying days of each month. (See Exhibit B)
- The fire alarm will be used in each drill. Notify the Crowley ISD Maintenance Department of the fire drill prior to initiating the alarm. (See Exhibit C)
- Each Campus shall furnish the Maintenance Department at the beginning of each school year a complete annual fire drill schedule. (See Exhibit C)
- The safety zone for students, once they have left the building, must be at least 50 feet from the building.
- Female students and faculty will be instructed to take their purses with them when they leave the building during a drill.
- Students will move quietly, cautiously, and be attentive to the designated route. They will move in a single file, with their room, to the designated area for their class. When at their destination, students should remain quiet and wait for instructions.
- Teachers are to be the last ones out and the first ones to return. Teachers will turn off their classroom lights, close and lock their doors, and take their class rosters when they leave the building during a drill, to accurately check and record the roll. Teachers should stay with their class at all times.
- All staff members should be familiar with their exit route and planned destination.
- Each campus will develop their own signal to notify staff that the building is clear and students may return to class. This signal should be identified in the Campus Emergency Management Plan and Faculty Handbook.
- All drills are to be treated as an actual emergency.

II. Records

- Requirement of current Certificate of Occupancy posted in a conspicuous location.
- Emergency evacuation drills are conducted monthly according to guidelines for fire drills (Exhibit B) and recorded with hand written initials on log sheet (Exhibit C).
- Fire alarm system in proper working order – system tested annually and records kept.

III. Building Maintenance

- Building address shall be visible and legible from the street.
- Knox box installed and maintained in front of building. Keys clearly marked in Knox box.
- Fire lanes at 20ft. wide and adequately marked with signage.

- Maintain clear and visible access to and around fire department connections.
- Area around building free of combustible material and areas under portable buildings clear of combustible materials.
- Curtains, draperies, and other decorative materials suspended from walls or ceilings shall be flame resistant, or be non-combustible.
- No decorative materials hanging from acoustical ceilings

IV. Housekeeping

- Combustible materials shall not be stored in boiler rooms, mechanical rooms or electrical.
- Combustible materials shall not be stored in exits or exit enclosures.
- Flammable/Combustible liquids shall be stored in approved container/locations.
- Outside dumpster shall be at least 5 feet from combustible walls, windows, doors, overhangs and lid closed.
- Combustible storage shall be at least 2 feet below the ceiling or 18 inches below sprinkler heads.

V. Exits

- All exit doors are to be operable from inside without the use of a key.
- All exiting corridors and hallways are to be free of obstructions (i.e. tables, chairs, furniture, etc.)
- Hallways and Corridors: No 3-D artwork (no special allowances will be given for special events or holidays). Allowable artwork in hallways is as follows: 20% in Non-Sprinkled and 50% in Sprinkled buildings/areas.
- Classroom: Artwork and teaching materials shall be limited to not more than 50% of each wall area. Such materials shall not be continuous from floor to floor or wall to wall.
- Exit ways and doors shall not be visually or physically obstructed.
- All exit signs are to be visible and legible. Exit signs shall be illuminated and properly maintained.
- Emergency lights shall be maintained and in working order.
- Emergency lighting must be tested every six months and records maintained on site.
- All doors are to be equipped with self-operating door closures.
- Occupancy load signs are to be posted near main point of egress on legible and permanent signage.

VI. Fire Protection

- There shall be a minimum of one portable fire extinguisher within 75 feet of travel distance from anywhere in the building on each floor.
- Extinguishers shall be inspected on an annual basis.
- Extinguishers shall be mounted, accessible and fully charged.
- Sprinkler system shall be maintained and tested annually.
- Kitchen hood extinguishing system shall be inspected semi-annually.
- Class K extinguisher shall be installed within 30 feet of Kitchen hood and duct system.

VII. Electrical

- A clear space of not less than 30 inches wide, 36 inches deep shall be provided in front of electrical panels.
- Power strips must be plugged directly into an outlet and NOT daisy-chained.
- Extension cords and flexible cords shall not be substituted for permanent wiring.
- Electrical wiring and equipment shall be in safe condition.
- No multi-plug adapters in use other than approved power strips.

VIII. Laboratories/Specials

- Reading loft can not be more than 48 x 48 in, or within 24 in. of the ceiling. No electrical equipment shall be underneath loft.
- Material Safety Data Sheets shall be posted in all laboratories.
- There shall be a minimum of 36 inches of clearance around a kiln. The name plate or safe operations document requirement shall be posted next to kiln.

Campuses must document fire drills on the attached report(s) (Exhibits A and C and submit a copy of each form to the Office of School Operations after the last fire drill of each academic year (June). Fire drill reports must be kept for three years and are to be submitted to local or state authorities upon request.

See Annex F of the District Emergency Operations Plan.

Exhibits:

Exhibit A: State Fire Exit Drills and Fire Prevention Form

Exhibit B: Fire Marshal's Alert!

Exhibit C: Preparedness Drill Documentation Form

Exhibit D: City of Fort Worth Fire Code Compliance Guide for Schools

EXHIBIT A



TEXAS DEPARTMENT OF INSURANCE
STATE FIRE MARSHAL'S OFFICE Mail Code 112-FM
 333 Guadalupe • P. O. Box 149221, Austin, Texas
 78714-9221
 512-305-7900 • 512-305-7910 fax • www.tdi.texas.gov

Fire Exit Drills & Fire Prevention Education in Schools

One form is required for each campus.

Please complete this form and keep it in your school or school district records for three years.

SCHOOL NAME		SCHOOL DISTRICT Crowley ISD		SCHOOL YEAR 2013-2014	
PHYSICAL ADDRESS				ZIP CODE+4	
PHONE NUMBER ()	CITY	COUNTY	DISTRICT ID # 220912	CAMPUS ID #	
Name of Fire Department serving school campus					

Please mark an X in each appropriate box to show the grade levels in your school.

Sp.Ed.	ECE	PK	K	1	2	3	4	5	6	7	8	9	10	11	12

Fire Exit Drill Information

School Fire Drills are required by local fire code adoption or, in areas without codes, the fire inspection rules of the State Fire Marshal.

DATE OF EXIT DRILLS	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY
Please mark an X in each appropriate box to show that a fire drill took place.												

Fire Safety Education

Fire safety education should include items such as home escape plans, kitchen safety, monthly smoke detector checks, etc. Lessons may be found in *Fire Safety for Texans* curriculum guides at www.tdi.texas.gov/fire.

The percentage of students participating in age-appropriate Fire Safety Education during the school year is: _____ %

Certification

I certify that the above information is correct.

SCHOOL ADMINISTRATOR	SIGNATURE: _____	Title _____
	Type or Print Name _____	Date _____

Preparation of this form is mandated by the Texas Insurance Commissioner through the adoption of the "Texas Addendum to the Fire Suppression Rating Schedule." This schedule enumerates specific credit points used in calculating local insurance rates. A minimum of nine (9) drills is needed, one (1) per month for each month having 10 school days or more to achieve full credit for fire drills. If you have questions on fire drills, contact your local fire official. For more information about fire exit drill requirements in Texas, go to <http://www.tdi.texas.gov/fire/fmschl.html>.

Information solicited in this form will be combined with that of other schools served by specific fire departments and used to calculate insurance rates for your community. In addition to the enhancement to student safety that comes from holding regular fire exit drills and by providing fire prevention education, the residents in your community may benefit from lower insurance rates. Questions relating to this form may be directed to the State Fire Marshal's Office by E-mail to fire.marshall@tdi.texas.gov. Please do not send forms to the State Fire Marshal.

Thank you!



Fire Marshal's Alert!

Mandatory School Fire Exit Drills Save Lives

The Texas State Fire Marshal's Office wants you to know that:

- ✓ Fire exit drills teach students the proper procedures for escaping from a school fire. These drills may provide the *only* formal training in proper fire escape procedures during the rest of their lives.
- ✓ Properly conducted and documented school fire drills and fire safety education will save lives and may help lower local fire insurance rates.
- ✓ Principals and teachers should conduct the required fire exit drills in a serious manner and instruct the students in proper fire safety escape techniques.
- ✓ Local fire codes and state fire safety rules require monthly fire exit drills in all schools (public and private), grades K thru 12.
- ✓ All students, teachers and staff are required to participate in the monthly fire exit drills.
- ✓ Fire exit drills should be conducted at different times during the day and on varying days each month.
- ✓ Contact local fire officials for assistance in conducting monthly school fire exit drills.

Fire.Marsh@tdi.state.tx.us (E-mail) ***http://www.tdi.texas.gov/fire/index.html*** (Web site)

State Fire Marshal's Office, Texas Department of Insurance

SY 13/14
Exhibit C



PREPAREDNESS DRILL DOCUMENTATION FORM

District: Crowley ISD School/Facility: _____

Person Completing Form: _____ Contact Ph: _____

Drills & Recommended Frequency	Date conducted	Person conducting drill	Time required to conduct drill	Date After-Action Review Conducted
BUILDING EVACUATION (Fire Drill) (At least one per month for each month school is in session 10 or more days) (one obstructed drill)				
LOCK DOWN (At least two per year) *Clarify Code Red or Code Yellow				
SEVERE WEATHER (At least two per year)				
SHELTER IN PLACE (At least two per year)				
REVERSE EVACUATION (At least two per year)				
*OTHER				

*Bus Evacuation Drill documentation information may be found on TX Dept. of Public Safety website

Distribution: Original—Superintendent or District Safety Coordinator
Copy—Insert into the School Emergency Operation Plan



Fire Code Compliance Guide for Schools

NOTE: This guide is intended to assist building owners/managers with identifying fundamental Fire Code-based safety issues related to School facilities. This guide in no way removes the responsibility of the owner/manager of the facility to comply with all laws applicable to such facility. For assistance, please call the Bureau of Fire Prevention at the number listed below. All code sections reference the Fort Worth Fire Code (FWFC) unless noted otherwise.

Records

- ___ Current Certificate of Occupancy is posted in a conspicuous location. (FWFC L3417.1)
- ___ Emergency Evacuation Drills are conducted monthly and recorded in log book. (FWFC 405)
- ___ Fire alarm system in proper working order – system inspected annually by licensed contractor and records kept. Blue tag on alarm panel door? (FWFC 901.6)
- ___ A fire alarm system is provided for any Group E occupant load ≥ 50 . This is a retroactive requirement. (FWFC 907.3.1.1)
- ___ Sprinkler system shall be maintained and inspected annually by licensed contractor. Blue tag on sprinkler riser? (FWFC 901.6)
- ___ Kitchen hood extinguishing system maintained, and six month service/inspection and cleaning documented. Service tag on manual pull station? (FWFC 904.11.6.4)

Building Maintenance

- ___ Building address shall be visible and legible from the street. (FWFC 505.1)
- ___ Knox box installed and maintained in front of building. (FWFC 506.1) Keys clearly marked in Knox box. (FWFC 506.2)
- ___ Fire lanes at 20 ft. wide and adequately marked with striping or signage (FWFC 503)
- ___ Maintain clear and visible access to and around fire hydrants, fire department connections, and fire protection equipment. (FWFC 508.5.4)
- ___ Area around building free of combustible material and areas under portable buildings clear of combustible materials (FWFC 315.3)
- ___ Curtains, draperies, and other decorative materials suspended from walls or ceilings shall be flame resistant in accordance with Section 805.2 and NFPA 701 or be non-combustible. Flame retardant may be applied to curtains/draperies with documentation indicating date and name of individual who applied the flame retardant and the type of retardant utilized. (FWFC 805.1)
- ___ Artwork hanging from acoustical ceilings in the classrooms must be minimum 2 feet below the ceiling in non-sprinklered facilities or 18 inches below sprinkler heads in sprinklered facilities. Such artwork shall be distributed over no more than 50% of the classroom's ceiling and shall not obstruct fire alarm strobes, exit signs, etc. Artwork shall not be hung from ceilings in the hallways or corridors. (FWFC 315.2.1, 807.1, and 1027)

FIRE DEPARTMENT – BUREAU OF FIRE PREVENTION

Housekeeping

- Combustible materials shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms. (FWFC 315.2.3)
- Combustible materials shall not be stored in exits or exit enclosures. (FWFC 315.2.2)
- Flammable/ Combustible liquids shall be stored in approved containers/locations (FWFC 3404)
- Outside dumpster shall be at least 5 feet from combustible walls, windows, doors, overhangs and lid closed. (FWFC 304.3.3)
- Combustible storage shall be at least 2 feet below the ceiling in non-sprinklered facilities or 18 inches below sprinkler heads in sprinklered facilities. This does not apply to artwork on the walls. (FWFC 315.2.1)

Exits

- Are all exit doors operable from inside without the use of a key, special tool, knowledge or effort? (FWFC 1008.1.8)
- Are exit doors provided with listed panic hardware for Group E occupancies having occupant load ≥ 100 ? (FWFC 1008.1.9)
- For areas having an occupant load ≥ 50 , doors shall swing in the direction of egress travel. (FWFC 1008.1.2)
- Are all exiting corridors and hallways free of obstructions (such as tables, chairs and furniture)? (FWFC 1027)
- Hallways and Corridors: No 3-D artwork projecting greater than six inches into the corridor, while maintaining minimum 72 inch unobstructed corridor width for occupant load ≥ 100 ; 44 inch width if between 50 and 100 occupant load; and 36 inch width if ≤ 50 occupant load. (no special allowances will be given for special events or holidays) Allowable artwork in hallways 20% in Non-Sprinkled and 50% in Sprinkled buildings/ areas (FWFC 803.4.2). Also, note that artwork must not obstruct fire alarm strobe notification devices, exit signs, etc. (FWFC 803.3.2)
- Classroom: Artwork and teaching materials shall be limited to not more than 50% of each wall area. Such materials shall not be continuous from floor to ceiling or wall to wall. (FWFC 803.4.2)
- Exit ways and doors shall not be visually or physically obstructed. (FWFC 1027)
- Are all exit signs visible and legible? Exit signs shall be illuminated and properly maintained. (FWFC 1011 & 1026)
- Emergency lights maintained and in working order. (FWFC 1006)
- Emergency lighting must be tested every six months and records maintained on site. (FWFC 604.3.1 & 604.3.2)
- Are all doors equipped with self-closers operational? (No wedges or kick downs or similar hold open devices.) (FWFC 1008 and 1027)
- Are the directions to exits, when not immediately apparent, marked with visible signs? (FWFC 1011)

Fire Protection

- A minimum of one 2A-10:BC portable fire extinguisher shall be provided within 75 feet of travel distance from anywhere in the building on each floor. (FWFC 906.3 – NFPA 10)
- Portable fire extinguishers have been serviced within the past year and a new service tag is attached. (FWFC 901.6)
- Are fire extinguishers mounted, accessible and fully charged? (FWFC 906)
- Are all signs required to identify fire protection equipment and locations permanently installed and visible? (FWFC 510)
- Class K extinguisher installed within 30 ft. of kitchen hood and duct system. (FWFC 904.11.5)
- Area around building free of combustible material. (FWFC 304)
- In assembly areas, provide legible & permanent sign with occupant load posted in conspicuous location. (FWFC 1004.3)

Electrical

- A clear space of not less than 30 inches wide, 36 inches deep shall be provided in front of electrical panels. (FWFC 605.3)
- Power strips must be plugged directly into an outlet and NOT daisy-chained. (FWFC 605.5)
- Extension cords and flexible cords shall not be substituted for permanent wiring. (FWFC 605.5)
- Electrical wiring and equipment shall be in safe condition. (FWFC 605.1)
- No multi-plug adapters in use, other than approved power strips. (FWFC 605.4)

LABORATORIES / SPECIAL SITUATIONS

- Reading Lofts shall not be more than 4 ft.X 4 ft. in area, and must be greater than 2 feet below the ceiling in non-sprinklered facilities or 18 inches below sprinkler heads in sprinklered facilities. No electrical equipment is allowed underneath. (FWFC 315 and NFPA 13)
- Are Material Safety Data Sheets posted in all laboratories? (FWFC 2701.5.2)
- Is there a minimum of 36 inches of clearance around a kiln? Name plate or safe operations document requirement posted? (FWFC 21)