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School District of Philadelphia Policy and Procedures

Subject	Fire Safety
Classification	Safe Storage of Materials
Date Issued	April 1997
Policy Number	112.0
Issued by	The Office for School Safety
Supersedes	Policy & Procedure 112.0 December 1978
Review Before	

The reduction and elimination of fire hazards are important parts of the program of fire safety in schools. They contribute directly to the protection of life and property. The following are basic considerations for the prevention of school fires and measures that are to be taken to prevent the spread of fire.

School buildings in Philadelphia differ greatly in the fire resistant nature of their construction. All school buildings, however, house considerable amounts of combustible equipment and supplies, such as tables, chairs, desks, books, paper, paints, oils, and chemicals. All of these materials can produce sufficient smoke to create a panic-hazard in the absence of an effective exit plan. It is incorrect to speak of a completely fireproof school.

The fire prevention program must involve all school personnel, and specific responsibilities are to be assigned by the principal or other school authority. To minimize fire hazards, each school organization must have an effective program of fire prevention directed to the safe storage, use and disposition of all combustible equipment and supplies which are essential to an excellent program of instruction.

A. Good Housekeeping

- 1.) Good housekeeping is an important factor in the reduction of fire hazards.
- 2.) Special attention must be given to storage rooms, closets, duplicating supplies and equipment, basement areas, stage scenery, furniture, oily rags, mops and paints.

B. Forbidden Storage Areas

Nothing is to be stored under stairways, in rooms housing electrical equipment, in fresh air intakes, in ducts of the ventilating system, in fire towers or other stairways, in corridors, in passageways leading into fire towers, or in classroom exit doorways.

C. Ordinary Combustibles

- 1.) Ordinary combustibles such as paper, cartons, wood, and textiles, are to be kept in closets or on shelves, in an orderly condition; supplies are to be kept to a reasonable minimum.
- 2.) Clothes, rags, books and/or paper decorations are never to be placed in contact with radiators, steam pipes, domestic ranges, light bulbs, kilns, etc.
- 3.) Raffle, cotton waste, and similar materials are to be stored in covered metal containers.
- 4.) Stage scenery, costumes, and other stage properties must be handled and stored with all precautions necessary to prevent a fire.

- 5.) Excess and non-usable materials of a combustible nature are to be promptly removed from the building to reduce fire hazards.
- 6.) Hanging of flammable decorations is prohibited at all times.
- 7.) Open flames are never to be used during performances.
- 8.) Extreme care must be maintained in classrooms when fire is used as part of the instructional program.

D. Flammable Liquids

- 1.) The City Fire Code places limitations on the amount of flammable and combustible liquid that may be stored in a building.
 - a.) The limitation is usually established at six gallons.
 - b.) The amount of duplicating fluid permitted in a school may not exceed twenty-five (25) gallons.
- 2.) All paints, oils, turpentine, shellac, varnish, lacquers, duplicating fluids, and other flammable liquids or solvents must be kept in specially provided metal cabinets when not in use. This applies to unopened as well as opened containers.
- 3.) After containers of flammable liquids have been opened, their contents are to be transferred to a safety dispensing can.
- 4.) Safety dispensing cans may be ordered from the supply requisition list.



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School District of Philadelphia Policy and Procedures

Subject	Fire Safety
Classification	Safe Disposal of Waste
Date Issued	April 1997
Policy Number	112.1
Issued by	The Office for School Safety
Supersedes	Policy & Procedure 112.1 December 1978
Review Before	

A. Classroom Waste Paper and Other Waste Materials

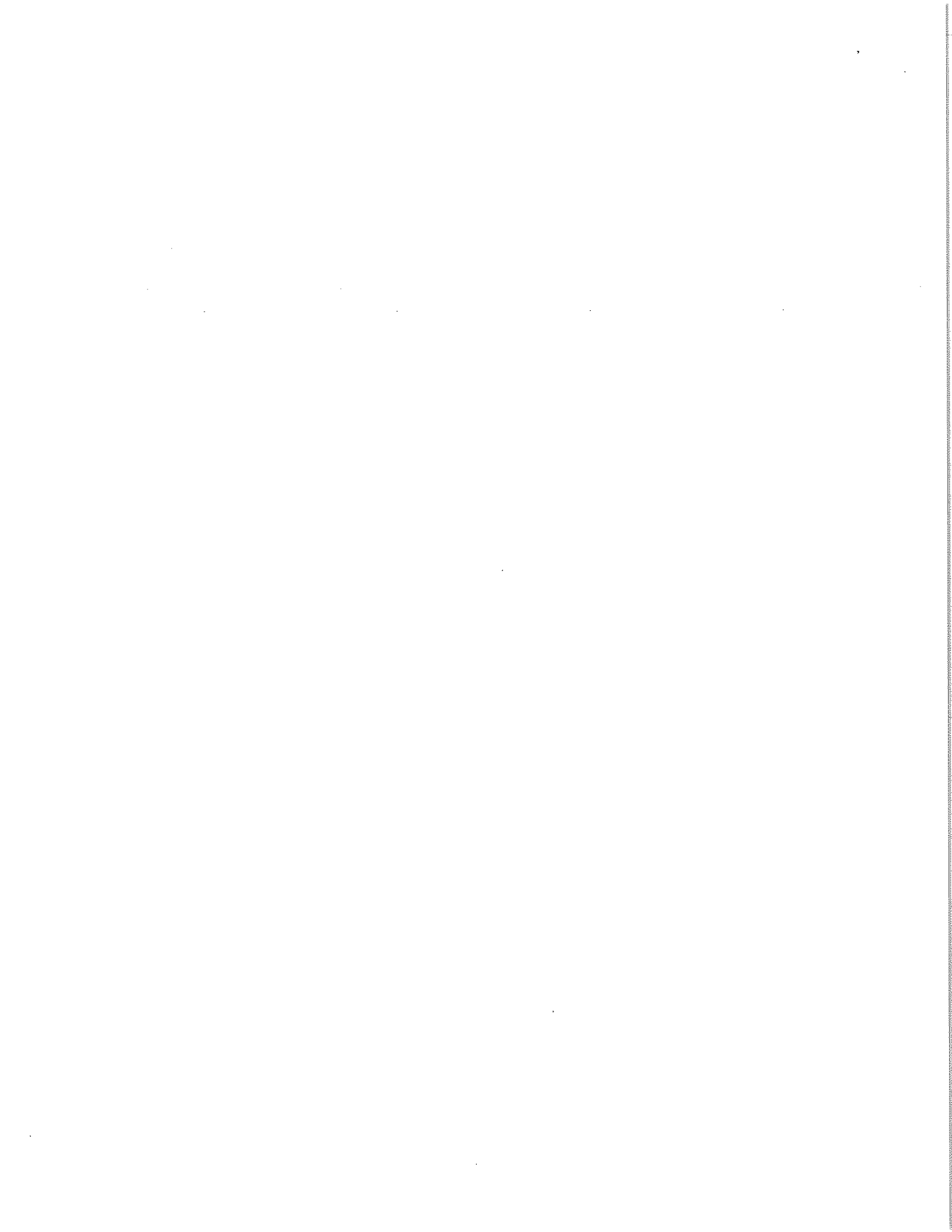
- 1.)The classroom waste baskets are to be used primarily for the daily accumulation of waste paper and recycling paper.
- 2.)Materials which are not to be placed in classroom waste baskets include rags, waxed or greasy paper, and refuse from teachers' or pupils' lunches. These materials are to be placed in separate metal refuse containers provided for that purpose.
- 3.)Empty pressurized cans are not to be placed in waste baskets or other containers, but are to be given directly to the custodian for disposal.
- 4.)Shavings, cuttings, oily rags, and waste materials in the school shops must be placed in covered metal receptacles.
- 5.)Building engineers are reminded that dumpsters (trash and re-cycle) are to be placed a safe distance from the building -- they are never to be placed at exit-ways, fire towers or windows.



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School District of Philadelphia Policy and Procedures

Subject	Fire Safety
Classification	Electrical Equipment and Appliances
Date Issued	April 1997
Policy Number	112.2
Issued by	The Office for School Safety
Supersedes	Policy & Procedure 112.2 December 1978
Review Before	

A. Official Installations and Approved Equipment

- 1.) No electrical installations are to be made in school facilities by persons not authorized by the Board of Education.
- 2.) All permanent electrical equipment or wiring must be installed under authorization of the Office of Maintenance and Operations.
- 3.) Only officially approved equipment and appliances may be used, in accordance with accepted safety practices.

B. Electrically Heated Appliances

- 1.) Electrically heated appliances, such as laundry irons, hot plates, and electric kilns, are to be used in schools only in compliance with the rules of the Board of Fire Underwriters which state that "in other than residence occupancies, each electrically heated appliance is to be installed in connection with a signal, unless the appliance is provided with an integral temperature limiting device."
- 2.) This signal is usually a red pilot light which is to be kept in good working order to show when the current is on.
- 3.) Portable electric heater with exposed heating elements are not recommended.
- 4.) Electric cords are to be heavy duty Underwriter Laboratories (U.L.) approved.
 - a.) They are to be inspected frequently so that frayed or damaged cords can be replaced immediately.
 - b.) The cords of all electrically heated appliances must be disconnected from the receptacle when appliances are not in use.
 - c.) Teachers and other personnel must assume this responsibility.
- 5.) Approval for the use of electrical appliances and devices must be secured by teachers from the principal and the School District Fire Safety Unit at 456-3155 - 7.

C. Electrical Decoration

- 1.) Decorations which include the use of electricity are to be inspected and approved by the district engineer before they are placed in use.
- 2.) Paper decorations, paper shades, cloths, other flammable material or metallic tinsel are not to be placed on or in contact with electric lamps or other electric apparatus.
- 3.) The use of multiple or "octopus" wall outlet fittings is not permitted and must be eliminated.

D. Closet Lights

- 1.)Matches are never to be used in any closet or storage area; flash lights only are permitted.
- 2.)Electric light bulbs must never be used in small, unventilated storage spaces where the light may cause heat to accumulate.

Remember:Never use water or water type extinguisher to extinguish a fire in any electrical appliance or equipment!



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School District of Philadelphia Policy and Procedures

Subject	Fire Safety
Classification	Decorations and Furnishings
Date Issued	April 1997
Policy Number	112.3
Issued by	The Office for School Safety
Supersedes	Policy & Procedure 112.3 December 1978
Review Before	

A. On Stages

All curtains and/or drapes in the building must be certified as flame proofed unless the material is non-flammable material. This includes auditorium stages, windows, closets, etc.

B. On Classroom Doors

No material of any kind is to be used on the glass panels of classroom doors.

C. Furniture

Overstuffed furniture, i.e., sofas, stuffed chairs, etc., is prohibited unless approved by the School District Fire Safety Unit, 456-3155 - 57.

D. Decorations

When placing displays in our schools, especially at holiday times, i.e., Christmas, Halloween, etc., fire safety must be the first consideration. The following are some excerpts from the Philadelphia Fire Prevention Code that must be adhered to:

- F-306.1 All decorative materials shall either be non-combustible or flame resistant...
- F-306.1 Electric light bulbs shall not be decorated with paper or other combustible materials unless flame resistant...
- F-306.1.2 Trees which have been cut from their roots are not permitted in buildings (artificial trees are recommended)...
- F-306.2 Overhead decorative material shall not be suspended from the ceiling unless approved.

- **F-306.4** All curtains, draperies, hangings and other decorative materials suspended from walls or ceilings shall be non-combustible or maintained fire-resistant.
- **F-605.1** The means of egress from each part of the structure, including exits, stairways, exit doors, aisles, and corridors shall not be obstructed.



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School District of Philadelphia Policy and Procedures

Subject	Fire Safety
Classification	Fire Liaison Representative
Date Issued	April 1997
Policy Number	112.4
Issued by	The Office for School Safety
Supersedes	Policy & Procedure 112.4 December 1978
Review Before	

A. To encourage prompt reporting, investigation, apprehension, and ultimate reduction of fires in schools, a fire liaison representative is to be designated in each school facility.

B. It is suggested that the principal, or designee, serve in this capacity in elementary schools, and assistant principal in secondary schools.

C. Duties to include but not limited to:

- 1.) Preparation of a fire evacuation plan, posting of exit drill directions in each room, etc.
- 2.) Contact with local fire company requesting their observance of at least two (2) fire drills per year.
- 3.) Informing local fire company of the location and amount of handicapped students, comprehensive day care, nurseries, etc., that would require assistance in an emergency.
- 4.) Maintain a record of fire drills listing time, date, etc. Keep record available for inspection by License and Inspection Inspector.
- 5.) For any needed assistance contact the School District Fire Safety Unit at 456-3155 - 58.

The School District of Philadelphia
 440 N. Broad Street
 Philadelphia PA 19130
 215-400-4000
ask.philasd.org

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School District of Philadelphia Policy and Procedures

Subject	Fire Safety
Classification	Fire Inspections
Date Issued	April 1997
Policy Number	112.5
Issued by	The Office for School Safety
Supersedes	Policy & Procedure 112.5 December 1978
Review Before	

A. Daily Inspections for Fire Hazards

- 1.) The principal and custodians are primarily responsible for checking potential fire hazards at all times in school facilities.
- 2.) In addition, all other staff members must be concerned with potentially dangerous safety and fire conditions.
- 3.) When possible, the principal, custodian, and staff must correct fire and safety hazards that have developed, such as the dangerous accumulation of combustible materials in closets and storage areas.
- 4.) Fire hazards that are beyond the ability of school personnel to correct are to be reported promptly to the cluster leader, area facilities manager and the Fire Safety Unit.
- 5.) School personnel must take prompt measures to correct conditions that rest within their areas of responsibility.

B. Annual and Special Inspections

- 1.) The Philadelphia Department of Licenses and Inspection jointly conduct annual unannounced inspections of school facilities.
- 2.) Reports are distributed to the principal and other school administrators by the School District Fire Safety Unit, who will coordinate the various departments necessary in the correcting of any issued fire violations.

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School District of Philadelphia Policy and Procedures

Subject	Fire Safety
Classification	Vandalism and Incendiarism
Date Issued	April 1997
Policy Number	112.6
Issued by	The Office for School Safety
Supersedes	Policy & Procedure 112.6 December 1978
Review Before	

A. Locked Doors and Windows

- 1.) All school facilities must be checked and properly secured by the custodial staff at the end of the school day; unlocked doors and open windows are a direct invitation to intruders.
- 2.) All interior doors, including closet doors, cloakroom and classroom doors, and smokestop doors, are to be closed at the end of the school day to prevent the potential spread of fire.
- 3.) All exterior doors are to be securely locked at the end of the school day.
- 4.) Vacant classrooms and storage rooms must be kept locked at all times.

B. Reporting Trespassers

It is the responsibility of all school personnel to notify the school office promptly of all trespassers in the school, particularly those who are known or suspicious vandals. Please see section #109.7.

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School District of Philadelphia Policy and Procedures

Subject	Fire Control And Prevention
Classification	Use of Tobacco on School Property
Date Issued	November, 1995
Policy Number	112.7A
Issued by	Office of The Deputy Superintendent
Supersedes	November, 1986
Review Before	As Needed

The Commonwealth of Pennsylvania through the provisions of Act 168, 1988, and The School District of Philadelphia, Board of Education Policies 222, 323, 423, 523 regulate the use of tobacco by school pupils, School District employees and visitors on School District buildings, grounds, school buses, or on any property owned, leased, or controlled by the School District. Use of tobacco as used in these regulations encompasses smoking of cigarettes, cigars or pipes and using smokeless tobacco.

I. Pupils are prohibited from using tobacco in or on the following locations or activities:

- A. School buildings and grounds
- B. School buses (or leased buses)
- C. Property owned, leased or controlled by the School District
- D. While participating in School District sponsored or approved events

II. School employees and visitors are prohibited from using tobacco when school is in session and pupils are present in the following locations:

- A. School classrooms, hallways, any office frequented by pupils
- B. Instructional areas including schoolgrounds
- C. Schools buses (or leased buses)

III. School employees and visitors MAY use tobacco in areas and under certain conditions designated by the Principal /Administrator as follows:

- A. During the school day in areas identified by the Principal/ Administrator not frequented by pupils.
- B. Before smoking is permitted in any area as indicated in III.A., the School District Fire Marshal must be consulted to ascertain possible fire hazards.

IV. The provisions of Act 168, 1988 must be -disseminated to parents, pupils and staff. It should be disseminated as follows:

- A. At the beginning of the school year through school handbooks, daily notices, faculty meetings, pupil assembly programs, etc.
- B. During the school year as needed.
arrangements are made DHS should be so informed.

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School District of Philadelphia Policy and Procedures

Subject	Fire Safety
Classification	Relations With the Philadelphia Fire Department
Date Issued	April 1997
Policy Number	112.8
Issued by	The Office for School Safety
Supersedes	Policy & Procedure 112.8 December 1978
Review Before	

A. School personnel are encouraged to cooperate closely with the Philadelphia Fire Department and the local Fire Station in developing effective fire safety programs in the schools.

B. Principals are to maintain a record of the telephone number of the local Fire Station.

C. Routine requests for fire safety information are to be made to the officer in-charge of the local Fire Station in conjunction with:

- 1.) Observation of school fire drills.
- 2.) Assistance in reviewing fire drill procedures.

D. Remember, the Local Fire Company telephone number is **not** to be used for reporting of fires. Fires are reported via 911 or by "limited Response". (See #110.0)

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School District of Philadelphia Policy and Procedures

Subject	Fire Control And Prevention
Classification	Relations with the Philadelphia Fire Department
Date Issued	November, 1986
Policy Number	112.9
Issued by	School District Fire Marshall and Security Operations
Supersedes	Administrative Bulletin #1
Review Before	To be determined

A. School personnel are encouraged to cooperate closely with the Philadelphia Fire Department and the local Fire Station in developing effective fire safety programs in the schools.

B. Routine requests for fire safety information are to be made to the Officer-in-Charge of the local Fire Station in conjunction with:

1. Observation of school fire drills
2. Assistance in developing fire drill procedures
3. Instruction of school personnel in fire safety and the use of fire equipment
4. Fire prevention talks and demonstrations
5. Juvenile Firesetter Program

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School District of Philadelphia Policy and Procedures

Subject	Fire Control And Prevention
Classification	Sources of Materials and Programs
Date Issued	November, 1986
Policy Number	112.10
Issued by	School District Fire Marshall and Security Operations
Supersedes	Administrative Bulletin #1
Review Before	To be determined

Fire Marshal Unit, Security Operations, School District of Philadelphia, 734 Schuylkill Avenue, Philadelphia, PA 19146

Philadelphia Fire Department, Fire Prevention Division, 3rd and Spring Garden Streets, Philadelphia, PA 19123

City of Philadelphia, Department of Licenses and Inspection, One Reading Center, Suite 600, 1110 Market Street, Philadelphia, PA 19107

U. S. Department of Commerce, National Fire Prevention and Control Administration, Washington, D. C. 20230

The Safety Council, Greater Philadelphia Chamber of Commerce, 1617 John F. Kennedy Boulevard, Philadelphia, PA 19103

National Safety Council, 444 N. Michigan Avenue, Chicago, Illinois 60611

Department of Education, Harrisburg, PA 17126

Fire Commissioner, State of Pennsylvania, Labor and Industry Building, Room 1708, Harrisburg, PA 17120

National Fire Protection Association, 470 Atlantic Avenue, Boston, MASS 02210

Superintendent of Documents, United States Government Printing Office, Washington, D. C. 20402

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