

FIRE PREVENTION AND SAFETY

Exits and Passageways

1. All stairways, landings and passageways must be kept free of anything that would block or narrow the exits.
2. All doorways of classrooms must be kept entirely clear. There must be a clear space at each door and all seats that interfere with free and rapid movement must be removed. Aisles and passageways must be clear at all times.
3. All fire doors must not be fastened open.
4. All exit doors must be kept clear of snow.
5. In schools where lectures or other entertainments are provided for the general public, the exit doors must not be locked at any time while the audience is within the building. Immediately before any such assemblies the exit doors must be tested and cleared of snow or other obstruction.

Auditoriums, Gymnasiums, and General-Purpose Rooms

1. Plans of all assembly halls will be furnished by the principal showing the required layout of the seating arrangements and the necessary aisles that must be maintained.
2. Movable chairs must not be used to increase the seating capacity of auditoriums beyond that approved.
3. In so far as possible, all scenery, drapes and decorations, used in places of assembly shall be maintained in a flame-proof condition.

Storage and General "Housekeeping"

1. Doors of shops, science rooms, and any other rooms containing supplies or equipment likely to present a hazard, must be locked when these rooms are not in use. Pupils should not be permitted access to such rooms unless a teacher is on duty.
2. Floors, work benches, tables and other equipment must be kept clear of accumulations of sawdust, shavings, and litter of all kinds.

3. Attics and open cellars must not be used for the storage of furniture, books, lumber, or any other materials.
4. Pupils' individual desks must be kept clear of wastepaper at all times.
5. Loose sheets of paper must not be hung on classroom doors.

Flammable Materials

1. Combustible material must not be stored under or near gas meters, electrical meters or switch boards.
2. All flammable liquids must be kept in approved fire-proof automatic self-closing metal containers.
3. Matches must not be stored in schools. In science rooms where it is necessary to ignite gases, candles, etc., it is advisable to use friction lighters instead of matches.
4. Rubber hose must not be used for gas connections except on laboratory tables.
5. Gas mains to laboratories must be shut off when not in use.
6. All members of the custodial staff must become familiar with the procedure to be followed when it is necessary to turn off the outside gas service.

Electrical Equipment

1. No electrical appliances of any kind may be attached to light sockets.
2. Electrical equipment which is not the property of the School Board must not be used without permission from the Director of Operations.
3. Electric hot-plates must not be placed upon a wood-top table or near combustible material, unless protected by metal with asbestos, or other incombustible materials.
4. Fuses larger than 15 ampere capacity must not be used without permission from the Director of Operations.