

**DONNA INDEPENDENT SCHOOL DISTRICT
Safety and Risk Management Dept.**

DECORATING SAFETY TIPS

1. State Fire Marshal prohibits the use of live Christmas Trees in classrooms and the covering of more than 20% of hallway walls with flammable material.
2. **Do not light any type of candle, which creates an open flame in any district building.**
3. **Do not hang decorations on ceiling grid especially near sprinkler heads.**
4. Check condition of electrical receptacles and extension cords before using it. Do not use burned or shorted out electrical receptacles and frayed electrical cords at anytime.
5. **Do not pass electrical extension cords between door and metal door frame or windows to decorate hallways or school exterior.**
6. **Do not overload electrical receptacles and/or extension cords with light strings.**
7. Use only U.L. listed heavy duty 3 pronged extension cords.
8. Use only (in cord) fused light strings for decorating. Should light string short out fuse will burn out helping reduce the possibility of a fire.
9. **Electrical cords that become hot should be disconnected immediately.**
10. Extension cords are for **temporary use only**.
11. Disconnect all electrical cords being used to energize decorations before leaving for the day. (Do not make **custodian** responsible for disconnecting cords.)
12. Do not allow **students** to plug or unplug electrical cords.
13. **Do not place electrical cords across isles in classrooms/offices and do not obstruct Exits, fire extinguishers and/or fire alarm pull handles with decorations.**
14. Read manufactures safety warning on packaging of light strings and electrical cords for safe use.
15. Please help reduce the possibility of an electrocution and/or a school fire. Use only ground fault circuit interrupter type receptacles where lights are going to be in contact with moisture and water.
16. Use a ladder to reach high areas in classrooms or hallways, to be decorated, do not use last two rungs of ladder, do not use a chair, table, filing cabinet or counter top to step on to reach areas to be decorated.
17. Please help reduce the possibility of a burn by storing all glue guns in a locked cabinet.
18. If you have any questions, please contact the Safety and Risk Management Dept. at 461-4350.

JOSE V. CAMPOS

From: Juan Davila [jdavila@shepardwaltonking.com]
Sent: Friday, November 13, 2009 4:53 PM
To: Student Services; Suzanne Ramirez; scruz04@mcisd.org; JOSE V. CAMPOS; juan.villarreal@stisd.net; jgutierrez@maisd.esc1.net; Garza, Maria C.; MAGGIE CASTILLO; OHinds@misdbx.net; Daniel Cantu; bcastillo@eeisd.org; Garza, Aida; arcadiosalinasjr@yahoo.com; gfarías@maisd.esc1.net; David Charles Plummer
Subject: FW: Decorating Fire Doors

Please review information sent by State Fire Marshal's Office regarding decorations-Thank-You

From: Richard Bishop [mailto:Richard.Bishop@tdi.state.tx.us]
Sent: Friday, November 13, 2009 4:17 PM
To: Juan Davila
Subject: Re: Decorating Fire Doors

Mr. Davila:

The following applies to materials applied to classroom walls and exit corridor walls. **The Code is silent on materials being applied to doors, therefore it is not permitted. Rated fire doors are required to be tested by the manufacturer under actual live-fire conditions. Any combustible material attached to a door after manufacture may skew the performance of the door in a fire, compromising the protection of students in the classroom.** Locally enacted fire codes may have different requirements and will take precedence over NFPA 101, *Life Safety Code*, adopted by the State Fire Marshal's Office for use in state-owned buildings and in areas where there are no local fire codes.

Excerpt from NFPA 101, Life Safety Code, Chapter 14.7.4.3

Artwork and teaching materials shall be permitted to be attached directly to the walls in accordance with the following:

- (1) The artwork and teaching materials shall not exceed 20 percent of the wall area in a building that is not protected throughout by an approved, supervised automatic fire sprinkler system.
- (2) The artwork and teaching materials shall not exceed 50 percent of the wall area in a building that is protected throughout by an approved, supervised fire automatic sprinkler system.

No combustible materials may be attached to, or suspended from the ceiling. The intent is to avoid an accumulation of combustible materials that will permit fire to spread along the walls so quickly that occupants are blocked from the exits. Combustibles are not permitted at ceiling level because fire spreads very quickly on horizontal combustible surfaces and flaming material may fall onto occupants from above.

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