



**San Miguel**  
JOINT UNION SCHOOL DISTRICT

# **FIRE PREVENTION PLAN**

## **K-8 Campuses**

San Miguel Joint Union School District

1601 L Street, San Miguel

(805) 467-3216

*Updated Date: 9/4/2025*

# **FIRE PREVENTION PLAN**

## **I. PURPOSE**

The Fire Prevention Plan's purpose is to establish procedures for identifying fire hazards and preventing fires. All employees, supervisors, and managers are expected to follow the procedures outlined in this plan to ensure that employees and students are protected.

## **II. AUTHORITY**

California Code of Regulations, Title 8, Section 3221, and Title 19 – Public Safety.

## **III. RESPONSIBILITY**

The names or job titles of those responsible for controlling the accumulation of flammable or combustible waste materials are listed below.

Kevin Lee - Director of Facilities

805-467-3216 Ext. 2209

The Person(s) responsible for maintenance of equipment and systems installed to prevent or control ignitions of fires (Ex. Fire Extinguishers, fire hoses, alarm systems, etc.) are listed below.

- Tech Time Communications

(661) 397-0792

Fire Alarms at Lillian Larsen Elementary

- Alpha Fire

Fire Alarms at Lillian & Cappy Culver Elementary, fire sprinklers

(805) 541-2527

- Dependable Fire Extinguisher Service

Fire Extinguishers at all campuses

(805) 461-1550

## **IV. IDENTIFICATION OF FIRE HAZARDS**

The following is a list of potential fire hazards and their associated work areas:

### Work Areas

VDT WORKSTATIONS

WORK ROOMS

STOREROOM

BREAK ROOM

### Fire Hazards

PAPER, PLASTIC, ELECTRICAL

PAPER, ELECTRICAL

PAPER, PLASTIC, FLAMMABLE AND COMBUSTIBLE LIQUIDS

PAPER, PLASTIC, ELECTRICAL APPLIANCES

## V. Housekeeping Practices

The following are the fire prevention practices associated with fire hazards (control of accumulation of flammable, combustible, and waste materials) identified above:

<u>Type of Fire Hazard</u>	<u>Fire Prevention Practices</u>
PAPER	WASTEPAPER CANS EMPTIED DAILY
PLASTIC	WASTE PLASTIC DISCARDED DAILY
ELECTRICAL	QUARTERLY INSPECTIONS OF OUTLETS, MULTI STRIPS, CUBICLES, AND WORK AREAS
FLAMMABLE/COMBUSTIBLE LIQUIDS	STORE LIQUIDS IN AN APPROVED FLAMMABLE STORAGE CABINET
ELECTRICAL APPLIANCES	QUARTERLY INSPECTIONS OF APPLIANCES; EMPLOYEES TRAINED TO INSPECT APPLIANCES BEFORE USE

## VI. GENERAL SAFE CODE OF WORK PRACTICES

### General Safe Code Work Practices

- Every building or portion of a building shall be maintained in a neat, orderly manner, free from any condition that would create a fire or life hazard or a condition, which would add to or contribute to the rapid spread of fire.
- Sources of actual or potential heat, such as hot plates or electric coffee pots, non-district supplied portable heaters, candles or open flames shall not be placed near flammable materials are prohibited.
- There shall be no smoking or open flame during any public assembly. "No Smoking" signs shall be posted in a conspicuous place inside the building.
- Except when the enforcing agency permits, boiler rooms, mechanical rooms, transformers, switchgear vaults, and electrical panel rooms shall not be used for storage.
- No dry vegetation shall be permitted within 20 feet of any building or occupancy.
- Approved self-closing metal containers shall be provided and maintained in all rooms or locations where oily rags, oil waste, paint rags, or similar materials subject to spontaneous ignition are used or are stored temporarily. Such containers shall be emptied daily.
- Fire appliances such as fire extinguishers, fire hoses, fire alarms, and similar devices shall be maintained and in working order at all times.
- Exit doors shall not be locked, bolted, fastened, or otherwise obstructed, which would keep them from being opened from the inside without special use or knowledge.
- Exit corridors and doors shall not be blocked in any way at any time.
- Aisles shall be at least 3' wide when served for only one side and not less than 3'6" when served from both sides. Aisle widths increase with increased distance.
- Storage of flammable and combustible liquids shall follow the California Fire Code, Chapter 34.
- All decorative materials such as curtains, drapes, hangings, Christmas trees, or combustible decorative material shall be flame retardant. In addition, no such material shall block or conceal any exit door, exit lights, fire alarm, hose cabinet, or fire extinguisher, including cardboard canvas, plastic partitions, or walls sometimes used for a haunted house or a similar event. A maximum of 100 square feet of decorative material is allowed per wall. More than 100 square feet requires flame retardant/treated material.

- Classroom decorations or displays must conform to these regulations and follow these surface coverage guidelines. In addition, up to 25% of the wall surface may be covered with non-treated materials.
- Artificial trees shall be marked U.L. flame retardant.
- A plan showing travel paths to evacuate the room in case of emergency and including an alternate route should be posted in a conspicuous place in each classroom or assembly area.

#### Safe Code of Practices for Extension Cords and Power Taps

- **Extension Cord:** An extension cord is a flexible cord with one male end and one female end that does not provide overcurrent protection.
- **Power Tap:** A device that is U.L. listed and approved that has a male connector on one end of the cord and a housing containing built-in overcurrent protection and one or more receptacles on the other. There shall be no modifications of the manufactured devices.
- **Single Outlet:** A single outlet is an extension cord that only provides electricity for one appliance.
- **Multiple Outlet:** A multiple outlet cord is an extension cord that provides electricity for multiple appliances.

If it is necessary to use **Single Outlet extension cords\***, they shall meet the following requirements:

- Each extension cord shall be plugged directly into an approved receptacle or an approved power tap
- No longer than eight (8) feet
- No smaller than 16-gauge wire
- Shall serve only ONE appliance or fixture
- The current capacity of the cord shall not be less than the rated capacity of the appliance or fixture
- The extension cord is maintained in good condition
- It must have a ground wire

If it is necessary to use **Multiple Outlet extension cords\***, they shall meet the following requirements:

- Must have a built-in circuit breaker or fuse at the receptacle end
- Must be Underwriter Laboratories Listed (U.L.)
- Must be grounded
- Maximum amperage that shall pass through extension cord wiring shall not exceed seven amps for 16-gauge wire and 15 amps for 14-gauge wire (*If higher amperages are required, a circuit breaker may not be able to handle the load*)
- If the extension cord crosses a traffic area, a traffic pad shall be used
- No multi-plug adaptor will be used to change a single outlet to a multiple outlet cord, except as listed above
- Must be maintained in good condition without cuts, splices, deterioration, or damage
- Shall be plugged directly into an approved receptacle

**\*Extension cords are not to be used as a substitute for permanent wiring.**

## VII. FIRE CONTROL MEASURES

The following is a list of fire control measures installed or available in work areas:

<u>Work Area</u>	<u>Fire Control Measures</u>
BUILDINGS	INSTALLED AND MONITORED SPRINKLER SYSTEM
	INSTALLED AND MONITORED FIRE ALARM SYSTEM
All classrooms and dedicated work rooms	FIRE EXTINGUISHERS

## VIII. Maintenance and Inspection Program

The periodic maintenance and inspection frequencies for fire control measures are as follows:

<u>Fire Control Measures</u>	<u>Inspection Frequency</u>	<u>Service Firm</u>
SPRINKLER SYSTEM	ANNUALLY	Alpha Fire
FIRE ALARM SYSTEM	ANNUALLY	Tech Time
FIRE EXTINGUISHERS	MONTHLY	CUSTODIAL
FIRE EXTINGUISHER	ANNUALLY	Dependable Fire

## IX. ALARM SYSTEMS

The following fire alarm systems have been installed and tested at the frequency indicated and should trigger the response listed:

<u>Alarm System Test</u>	<u>Frequency</u>	<u>Response</u>
Campus Systems	ANNUALLY	SEE EMERGENCY ACTION PLAN
Campus systems	MONTHLY	Fire Drills

## X. ACTION PLAN

### Employee Response to Fire Emergencies

Employees' response to a fire emergency is delineated in the Emergency Action Plan. Designated and trained employees may attempt to extinguish incipient fires with fire extinguishers after sounding the alarm to alert other employees.

## XI. TRAINING

Employees shall be apprised of the fire hazards of the materials and processes that they may be exposed to in the District. Upon initial assignment, employees should be made aware of those parts of this fire prevention plan that they must know to protect them in an emergency. This program is located on the District website and is available for review upon request from the Director of Facilities.