

Fire and Building Safety for After School Hours User Groups

The guidelines defined in this document are for all employees, community members and outside organizations using the Chatham Central School District Facilities at anytime.

Precautionary Guidelines:

- Keep your visitor card with you at all times and follow its instructions in case of emergency.
- Take attendance at your event so you can keep track of how many are in your group.
- Take note of fire and emergency exits in classrooms, assembly areas and corridors.
- Note the location of fire extinguishers and emergency phones.
- In case of fire or emergency, call 911. Follow the direction of district employees or exit the building by the nearest emergency exit. (Evacuation plans are posted in classrooms.)
- Take your group to the area designated on the visitor card and keep members of the group out of the path of emergency vehicles.
- Take attendance. If anyone is missing, immediately notify a district or emergency official.

District Regulations Addressing Fire Codes:

- Do NOT block exits with any materials.
- Furnishings and decorations must not obstruct or obscure corridors or exits.
- For the posting of combustible paper and materials on classroom and corridor walls:
 1. Corridors may not have more than 20% of the total wall space covered by art, decorations or other educational materials.
 2. Classrooms may not have any combustible materials suspended from doors, ceilings and lights including but not limited to: curtains, drapes, tapestries, streamers, etc.
 3. Materials may not be stored within 24" of the ceiling. Storage includes boxes, totes and other materials stored within this zone
- Do NOT cover emergency lights or exit signs.
- Portable fire extinguishers must not be obstructed.
- Emergency window access must be clear and unobstructed.
- NO open flames or flammable gases or flammable liquids will be used at any time for any purpose.
- Any smoke or fire door with an automatic door closure MUST NOT be propped open.
- Spaces under landings and stairwells must not be used for storage unless specifically provided with a 2-hour fire separation barrier.
- Any compressed tanks must be secured or on a cart to prevent upset.

When using the district buildings for an after school event, it is expected that the protocols and procedures listed above will be followed by the user group. This will ensure the safety of all parties in the event of an emergency. If there any questions regarding a situation not addressed here, the user group will contact the building principal for clarification.

Revised: 9/2010