



Monterey Park Fire Department

Guideline For Educational Occupancies

PURPOSE

It is the intent of this guideline to provide minimum requirements for educational occupancies to protect students in an educational setting for the purpose of instruction.

SCOPE

This guideline shall apply to all educational settings within the jurisdiction of the Monterey Park Fire Department.

An educational facility is any building used for gatherings of six or more persons, for 4 or more hours a day, or more than 12 hours a week, for the purpose of instruction through the 12th grade. They include schools, academies, kindergartens, and nursery schools.

REQUIREMENTS

EMERGENCY PROCEDURES

Fire Drill: A fire drill must be conducted monthly. A log of events shall be available for review by the Fire Inspector (Attachment A).

Emergency Procedures: A set of procedures must be completed showing how each type of emergency will be dealt with (i.e., fire, earthquake, flood, etc.). Include emergency numbers, evacuation routes, and essential hazard areas such as location of water heater, electrical box, and gas meter. Emergency procedures and a representational floor map are required to be posted in a conspicuous place in each classroom or assembly area and a plan showing paths of travel to evacuate to include an alternate route leading to a public way.

Posting Procedures: The telephone number of the fire department and the responsible person assigned to call the fire department upon notification of any fire or emergency shall be posted in the office and/or at the main switchboard. Instructions to be followed by teacher (teacher shall remove roll book from classroom to call roll and maintain order during evacuation).

EXITS

Number of Exits: Two remote exits available not to exceed 150 feet from any point in a building.

Exiting doors: Every room that is normally subject to student occupancy shall have an exit access door leading directly to an exit access corridor or exit. Travel distance to an exit shall not exceed 150 feet from any point in a building.

Windows for Rescue: Every room used for classroom shall have not less than one outside window for emergency rescue use. Such windows shall be openable from the inside without the use of tools and shall provide a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 ft² in area.

Exit corridors: Exit stairways and corridors shall be kept clear of obstructions and storage.

Door locks: Deadbolt locks are not allowed in school facilities. All exit doors shall be openable from the inside without a key or any special knowledge or effort.

Gate Entrances: At least one gate shall be provided and as many as necessary to ensure access in event of an emergency. Gates must be of sufficient width to permit passage of fire fighting apparatus, ambulances, and police equipment. If such gates are to be equipped with locks, the locking devices shall be designed to permit ready entrance by the use of the chain or bolt cutting devices with which fire protection agencies may be equipped.

ALARMS

Fire Alarms: Every school shall be equipped with an approved fire alarm system. The fire alarm systems are required to be tested, serviced, and tagged annually.

Automatic Extinguishing Systems: Where an automatic extinguishing system or standpipe system is in place, such system(s) shall be serviced and maintained in an operating condition.

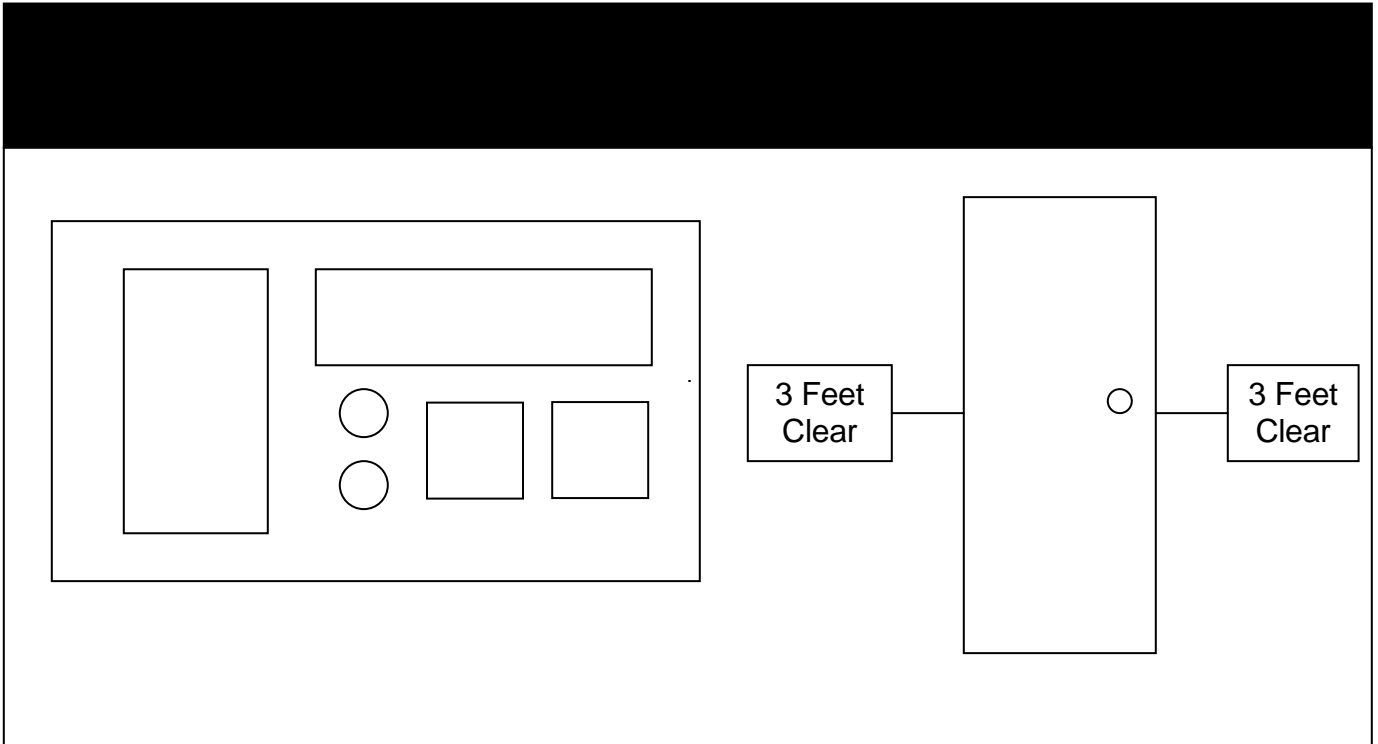
MISCELLANEOUS

Fire Extinguishers: A portable fire extinguisher with a minimum rating of 2-A-10-BC shall be provided every 75 feet of travel distance. Extinguishers should be conspicuously located where they are readily visible; preferably located along normal paths of travel. Extinguishers shall be mounted so that the top is not higher than five (5) feet or lower than three (3) feet from the floor. Fire extinguishers shall be serviced annually or immediately after use, whichever occurs first.

Decorations: All decorative materials such as curtains, drapes, and hangings shall be constructed of flame retardant material or shall be treated with an approved flame retardant chemical.

Artwork: Artwork and teaching materials shall be permitted to be attached directly to the walls and shall not exceed 20 percent of the wall area. Classroom decorations or displays shall conform to these regulations and follow these surface coverage guidelines.

That is to say that up to 20% of the wall surface may be covered with non-treated materials within the following guidelines:



50 feet x 8 feet = 400 square feet of wall space

400 divided by 20 percent = 80 square feet

A maximum of 80 square feet of display area is allowed for the sample wall. More than 80 square feet requires flame retardant/treated material. No paper is allowed on the exit doors.

Aisles: Aisles shall be not less than 30 inches wide. The space between parallel rows of seats shall not be subject to the minimum aisle width, provided that the number of seats that intervene between any seat and an aisle to not exceed six.

STORAGE

Flammable Liquids: Storage and handling of gasoline, fuel, oil and other flammable liquids shall be in accordance with Chapter 34 of the California Fire Code. In general, quantities of stored flammable liquids shall not exceed amounts necessary for demonstration, laboratory work and in approved utility rooms for maintenance purposes, and such liquids shall be kept in tight or sealed containers when not in actual use and shall be stored within a storage cabinet for flammable liquids approved by the fire department.

Storage: Every building or portion of a building governed by these regulations shall be maintained in a neat orderly manner, free from any condition that would create a fire or life hazard or condition, which would add to or contribute to the rapid spread of fire.

Storage shall not be permitted in boiler rooms, mechanical rooms, or electrical equipment rooms.

ATTACHMENT A

YEAR ROUND FIRE DRILL RECORD

NAME OF SCHOOL: _____

ADDRESS: _____

CONTACT PERSON: _____

PHONE NUMBER: _____ YEAR: _____

FIRE DRILLS

MONTH	DATE	TIME OF DAY	EVACUATION TIME	NO. STUDENTS	PERSON RESPONSIBLE
July					
Aug					
Sep					
Oct					
Nov					
Dec					
Jan					
Feb					
March					
April					
May					
June					