



Fire and Life Safety Procedure Manual



Kurt S. Browning, Superintendent

Maintenance and Facilities Services

Prepared by:

Tom Rutledge, Fire Official and Steve Skinner, Safety Inspector

Table of Contents

Fire & Life Safety Information.....	2
Contact Reference Page	3
Terms & Definitions	4
Fire Drills.....	5
Reporting Fire/Smoke Situation Procedure.....	6
Fire Watch Procedures.....	7
Fire Watch Log	10
Inspection of Exits & Means of Egress.....	11
Inspection & Testing of Emergency/Exit Lights & Fire Extinguishers	12
Non Operable Generator Procedures	13
Safety Equipment and Monthly Requirements Log.....	14
Fire Code Requirement for Furnishing & Decorations.....	15
Artwork & Teaching Materials Procedures	16
20% to 50% Rule	17
Decorations.....	19
Special Events & Activities	21
Haunted House.....	22
Outdoor Events.	23
Tent Requirements.....	25
Special Events Permit.....	28
Fire Lanes, Fire Hydrants & Fire Department Connections.....	29
Fire Pump Testing Procedures.....	30
Weekly Testing and Inspection Checklist (Electric Motor Driven)	32
Weekly Testing and Inspection Checklist (Diesel Driven).....	33



Pasco County Schools

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Fire/Life Safety Information

This manual is designed to be used by Administrators and Plant Managers as a quick reference guide. The fire/life safety information in this manual is provided to help maintain safe schools and facilities. The contents of this manual are routinely reviewed and shall be updated as needed by the District Safety Inspectors.

Florida State Statutes 1013.12(2)(a)(b) and 69A58.004(1)(a)(b) requires that an inspection is performed each year. This requirement is satisfied by the district safety inspectors conducting the annual Fire, Causality and Sanitation Inspection. During the inspection process, deficiencies are noted on the inspection report form and once completed copies are forwarded to the school principal and plant manager. When a deficiency is corrected it should be documented by using the online safety report program. Due to the size and growth of the district it is imperative that the noted deficiencies are corrected by the follow-up inspection date.

A follow-up inspection will be conducted thirty (30) days from the original inspection. This is performed by a district safety inspector to ensure that all cited deficiencies have been corrected. Once the corrections are verified the report is updated and certified to the Florida State Fire Marshall's Office.

If you have any questions, please contact Fire Official Tom Rutledge at 47927, e-mail trutledg@pasco.k12.fl.us or Fire Safety inspector Steve Skinner at 47962, e-mail sskinner@pasco.k12.fl.us

Contact Information:

**Maintenance and Facilities Services
Fire and Life Safety Code Compliance
11839 Treebreeze Dr.
New Port Richey, FL 34654**

- Tom Rutledge, Fire Official

Phone Ext: 47927

Email: trutledg@pasco.k12.fl.us

- Steve Skinner, Safety Inspector

Phone Ext: 47962

Email: sskinner@pasco.k12.fl.us

- Mark Fox, Director of Maintenance and Facilities Services

Phone Ext: 47904

Email: mfox@pasco.k12.fl.us

Common Terms & Definitions Used to Govern Fire and Life Safety Inspections For Educational Facilities:

- AHJ** Authority Having Jurisdiction – The AHJ is authorized to render interpretations of the codes and to make and enforce rules and supplemental regulations in order to carry out the application and intent of its provision.
- ASTM** American Society for Testing and Materials – used to rate furniture flammability.
- FFPC** Florida Fire Prevention Code – Includes NFPA 1 and NFPA 101, Florida Administrative Code 69A-58 and Florida Statute 633. Governs fire and life safety requirements in educational facilities.
- MSDS** Material Safety Data Sheet – Designed to provide both workers and emergency personnel with proper procedures for handling or working with a particular substance.
- NFPA** National Fire Protection Association – Standards intended to minimize the possibility and effects of fire and other risks.
- SREF** State Requirements for Educational Facilities.



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FIRE DRILLS

Emergency Egress Drills must adhere to the Florida Fire Prevention Code 2015 edition, NFPA 101-4.7, NFPA 101-14.7.2, NFPA 101-15.7.2. These codes require that not less than one emergency egress drill shall be conducted every month the facility is in session.

The purpose of fire drills (emergency egress and relocation drills) is to educate the occupants in fire safety features of the building, the egress facilities available and the proper procedures to be followed. While speed in emptying buildings or relocating occupants is desirable, it is not the only objective. Prior to implementation of the fire drill, an opportunity for instruction and practice should be provided. This educational opportunity should be presented in a non-threatening manner with consideration to the prior knowledge, age, and ability of occupants.

All occupants of the building shall participate in the drill and evacuate the building(s). If a fire drill is considered merely as a routine exercise from which some persons are allowed to be excused, there is grave danger that in an actual emergency the fire drill will not be successful.

Fire is always unexpected. If the fire drill is always held in the same way at the same time, it loses much of its value. During an actual fire, if it is not possible to follow the usual routine of the fire drill to which occupants have become accustomed, confusion and panic might ensue. Fire drills should be carefully planned to simulate actual fire conditions. Not only should fire drills be held at varying times, but different means of exit or relocation areas should be used based on an assumption that fire or smoke might prevent the use of normal egress and relocation avenues.

All fire drills must be documented on the "Emergency Drill Record" in CrisisGo and submitted electronically. The fire drills are monitored monthly by the Fire Official's office for compliance with the Florida Fire prevention Code. Any questions concerning fire drills should be directed to Tom Rutledge #7927 or Steve Skinner #7962.



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REPORTING FIRE/SMOKE SITUATION PROCEDURES

The District School Board of Pasco County has established procedures for Reporting of Fire/Smoke situations.

NFPA 1-10.6 requires that "...the person discovering any unwanted fire/smoke situation, regardless of its magnitude, shall immediately notify the fire department." This is accomplished by dialing 911.

An extensive smoke detecting and fire alarm system has been installed throughout our district facilities. In case of fire or smoke, employees should activate the fire alarm system if a detector has not been activated and follow up with a phone call to the local fire department using **911** as per District School Board of Pasco County Crisis Intervention Plan.

1. Remain calm.
2. If you see smoke or flames, activate the fire alarm and call 911.

With the most sophisticated fire alarm systems, things can go wrong: smoke detector may not activate; there may not be enough heat to activate the detector; or pull station may not be working. A backup call to the local fire department is required.

A District Safety Inspector must be notified of all fire/smoke emergencies. Call 727-514-3715 or 352-585-5959.

When reporting an emergency, the caller should state:

- A. Name of caller;
- B. Nature of emergency;
- C. Facility name and precise location (i.e., building and room number, etc.)

Employees are not required or expected to fight fires. All persons should immediately evacuate the fire area.

Employees may use fire extinguisher on small fires in the early stage, provided they have been trained in the proper use of fire extinguishers. Basic training in the use of fire extinguishers is available on request through our office at extension 47927 or 47962.



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FIRE WATCH PROCEDURES

Inoperable Fire Alarms/Suppression Systems

A. Administrator duties:

1. **All fires and fire alarms** (excluding drills) must be reported immediately to 911. Actual fires shall also be reported immediately via CrisisGo and to Tom Rutledge, Fire Official at Office 727-774-7927 or Cell 727-514-3715. Steve Skinner, District Safety Inspector can also be notified at Office 727-774-7962 or Cell 352-585-5959.
2. Don Torge, Electronics Crew Chief is to be notified of false alarms and troubles only, via an e-mail and the work order process.
3. The administrator shall make an announcement to the facility whenever the fire alarm or suppression system is inoperable, indicating that **the facility is under fire watch procedures**. Occupants are to be advised that if smoke or flames are noted in their building, they are to immediately alert the main office as well as others nearby and vacate the premises.
4. The administrator shall remind staff and students that during a fire watch, the intercom will be used as the fire alarm and for the evacuation message. (Example: "Attention: An emergency has been reported in the building. Please move to the nearest exit and evacuate the building.")
5. All staff shall be aware of possible hazardous conditions and shall not delay in reporting such conditions to the main office or Fire Watch Officer.
6. Contracted fire alarm personnel shall report to the administration office and advise administrator that they are working on the fire alarm system.
7. The contracted fire alarm personnel must advise the administrator(s) upon completion of work being done on the fire alarm system, and that a required test of the fire alarm system must be done to assure the system is working properly prior to leaving the facility.
8. Failure to comply with applicable codes may result in disciplinary action or criminal prosecution.

B. What is a fire watch?

A fire watch is a patrol of any building or building area having an inoperable fire protection system. The patrol shall be on watch for signs of fire; for example: flames, smoke, burning odors, increased temperatures, or other emergencies such as water, gas leaks and power losses.

C. When is a fire watch required?

When a required fire alarm or suppression system is out of service for more than four (4) hours in a twenty-four (24) hour period, a District School Board of Pasco County Safety Inspector shall be notified. An approved fire watch shall be provided for building(s) left unprotected by the inoperable system(s) and shall remain on fire watch until they have been returned to full service. The fire watch is for occupied buildings.

D. Who may establish and end a fire watch?

A District Safety Inspector or Local Fire Inspector may establish and end a fire watch. The District Safety Inspector shall notify the appropriate agencies. Fire alarm contractor shall advise the District Safety Inspector when repairs are to be completed.

E. Fire Watch Officer(s):

A fire watch should involve some special action beyond normal staffing, such as assigning an additional person(s) known as a Fire Watch Officer(s) (FWO). The FWO should have some knowledge of fire prevention techniques and should understand the particulars of fire safety situations for public education purposes. Fire Watch duty shall be the primary duty for the FWO.

1. The FWO will walk the affected area(s) on an hourly basis and record the activity in a log on an hourly basis.
2. In addition to the general walk through by the FWO, the hourly search must include a deliberate check of all mechanical spaces such as air handler rooms, electrical rooms, boiler rooms, storage spaces, and any other unsupervised areas.
3. The log must detail the FWO's activities by recording location and time during each hour.
4. The FWO must sign off on the log hourly.
5. The FWO must be equipped with a flash light and radio that allows instant communications with the school administrators.
6. The log generated from the previous day must be scanned each morning and forwarded to the Fire Official's office at trutledg@pasco.k12.fl.us and sskinner@pasco.k12.fl.us.
7. The fire watch must be active while the facility or building(s) are occupied. This includes after school and evening events.
8. The facility shall **NOT** be released from fire watch until a Pasco County School District Safety Inspector(s) or the local fire inspector has been notified that the fire alarm system is back on line, **and** signed off as inspected once again by a NICET certified technician associated with a licensed fire alarm contractor, per NFPA 72. The District Safety Inspector or the local fire inspector may witness the test after all repairs have been completed in accordance with NFPA 72.
10. The District Safety Inspector must notify the appropriate agencies that the system is back in service.

F. Fire Watch Notification List

The Pasco County School District Safety Inspector shall notify the following via e-mail of any established fire watch in our facilities:

- Local Fire Inspectors;
- Kurt Browning, Superintendent
- Ray Gadd, Deputy Superintendent
- Betsy Kuhn, Assistant Superintendent for Support Services
- Dave Scanga, Assistant Superintendent of Schools
- Monica Ilse, Assistant Superintendent of Schools
- Kim Moore, Assistant Superintendent of Schools
- Marcy Hetzler-Nettles, Assistant Superintendent of Schools
- Vanessa Hilton, Assistant Superintendent for Student Achievement
- Kimberly Poe, Assistant Superintendent of Schools
- Kevin Shibley, Assistant Superintendent of Administration
- Mark Fox, Director of Maintenance
- Stephen Hegarty, Director of Communications and Government Relations
- Don Torge, Electronics Crew Chief.

The fire alarm contractor shall be contacted directly by maintenance so repair crews can be sent out immediately to initiate repairs.

**District School Board of Pasco County
Maintenance and Facilities Services**

FIRE WATCH LOG

School Name: _____
Do not abbreviate / Do not use acronyms

Date: _____

Time	Buildings Watched	Name (Print)	Signature (Sign hourly)
7:00a - 8:00a			
8:00a - 9:00a			
9:00a - 10:00a			
10:00a - 11:00a			
11:00a - 12:00p			
12:00p - 1:00p			
1:00p - 2:00p			
2:00p - 3:00p			
3:00p - 4:00p			
4:00p - 5:00p			
5:00p - 6:00p			
6:00p - 7:00p			
7:00p - 8:00p			
8:00p - 9:00p			
9:00p - 10:00p			
10:00p - 11:00p			
11:00p - 12:00a			

**Please scan DAILY to Maintenance and Facilities Services
trutledg@pasco.k12.fl.us and sskinner@pasco.k12.fl.us
in-house ext# 47992 or 47962**



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INSPECTION OF EXITS AND MEANS OF EGRESS PROCEDURES

NFPA 101-15.7.3.1: It shall be the duty of principals, teachers, or staff to inspect all exits and means of egress daily to ensure that all stairways, doors, windows, and other exits are in proper condition.

NFPA 101-A.15.7.3.1: Particular attention should be given to: keeping all exit doors unlocked; keeping doors that serve to protect the safety of paths of egress closed and under no conditions blocked open, such as doors on stairways enclosures; keeping outside stairs and fire escape stairs free from all obstruction; materials of any kind outside of exits that might prevent the opening of the means of exit or interfere with rapid escape from the building.

Any condition likely to interfere with safe egress should be corrected immediately if possible. If not, this condition should be reported at once to the appropriate person.



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INSPECTION AND TESTING OF EMERGENCY/EXIT LIGHTS AND FIRE EXTINGUISHERS PROCEDURES

NFPA 101-7.9.3.1.1(1): Functional testing and inspection of emergency lighting shall be conducted at 30-day intervals for not less than 30 seconds.

NFPA 101-7.10.9.1: Exit signs shall be visually inspected and a functional test for operation of the illumination sources shall be conducted at intervals not to exceed 30 days.

Any condition found which places the emergency lights or exit signs out of service shall be repaired in-house or a work order submitted immediately.

NFPA 10-7.2.1.2: Fire extinguishers shall be visually inspected at a minimum of 30-day intervals.

Checks must be done to assure that the fire extinguisher pressure is proper, there is a seal, and a tag for certification. If any of these problems are found, the extinguisher must be replaced immediately. All extinguishers must be inspected by a state certified fire extinguisher agency every 12 months.



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NON-OPERABLE EMERGENCY GENERATOR PROCEDURES

When someone determines that an emergency generator is non-operable, Maintenance shall be notified immediately through a work order for repair.

Notify a District Safety Inspector at Maintenance and Facilities Services, extension 47927 or 47962, and then forward a copy of the work order to the District Safety Inspector.

District School Board of Pasco County Safety Equipment and Monthly Requirements Log

Fiscal Year _____

School Name _____

Do not abbreviate / Do not use acronyms

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Emergency Lights NFPA 101-7.9.3												
Exit Lights NFPA 101-7.10.9.1												
Generator NFPA 110-8.4												
Fire Extinguishers NFPA 10-7.2.1.2												
Evacuation Drills 14.7.2												

Indicate that each requirement has been completed by inserting **initials of the person performing the inspection** in the appropriate box.

All completed reports must be signed and submitted to the District Safety Inspector's office at Maintenance and Facilities Services by the end of business hours on the **2nd Friday in May**.

Comments: _____

Administrator or Designee Signature _____ Date _____



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FIRE CODE REQUIREMENT FOR FURNISHING AND DECORATIONS PROCEDURES

This memo is to clarify the acceptable use of furnishings and decorations in School District facilities. **All donated upholstered furniture brought onto school board property must be inspected and approved. Donated furniture cannot be accepted if it does not have a manufacturer's tag attached stating it has had a flame resistance treatment.** According to the NFPA 101, Life Safety Code, all furnishings and decorations in educational occupancies shall be flame resistant. NFPA 101, Chapter 15.7.4 states: "...furnishings and decorations in educational occupancies shall be in accordance with the provisions of NFPA 101-10.3.1." NFPA 101, Chapter 10.3.1 states: "Where required by the applicable provisions of this Code, draperies, curtains, and other similar loosely hanging furnishings and decorations shall be flame resistant as demonstrated by testing in accordance with NFPA 701..."

All the aforementioned codes govern furnishings or decorations such as, but not limited to, draperies, curtains, combustible decorations and other similar furnishings and decorations. These codes do not govern upholstered furniture. The Life Safety Code Chapter NFPA 101-10.3.2 governs the use of upholstered furniture. Section 10.3.3 of the Life Safety Code states: "...Upholstered furniture, unless the furniture is located in a building protected throughout by an approved automatic sprinkler system, shall have limited rates of heat release when tested in accordance with ASTM E 1537, Standard Method for Fire Testing of Real Scale Upholstered Furniture Items..." The only way to determine if the upholstered furniture meets this requirement is by having the manufacturer attach a label stating the material meets the requirement of the ASTM E 1537 test and is flame retardant. **The exception in Section 10.3.3 is for buildings covered completely by an automatic fire sprinkler system.**

Upholstered furniture purchased through the District Purchasing Department meets the flame resistance ratings, and heat release requirements as it is part of our bid specifications.

Draperies, curtains and other similar loosely hanging furnishings shall be flame resistant and treated. The person treating the material must follow the manufacturer's recommendations to ensure proper treatment of the material. The school must maintain a file for documentation purposes. This file should contain a copy of the purchase order of the product and a written statement by the person applying the product indicating the item and date treated. This file must be available for review by district or municipal fire inspectors. The items being treated shall have identification on the item of who treated the item and when it was treated.



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ARTWORK AND TEACHING MATERIALS PROCEDURES

The 2015 edition of NFPA 101-15.7.4.3; 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 each wall area in a building that is not protected throughout by an approved automatic sprinkler system in accordance with Section 9.7.
- (2) The artwork and teaching materials shall not exceed 50 percent of each wall area in a building that is protected throughout by an approved automatic sprinkler system in accordance with Section 9.7.



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USING THE 20/50 PERCENT RULE TO ENHANCE INSTRUCTION – MAKING IT WORK IN THE CLASSROOM

Ask any elementary teacher what is the most important material posted on the classroom walls, and eight out of ten will top their long lists with word walls, alphabets and numbers, calendars and samples of student work. Ask any fire safety inspector what is the most important material posted on the classroom walls, and rather than content, you will hear such phrases as safe egress from the room, no exits/exit sign covered or blocked, and limited amounts of material on the walls. The responsibilities of these two groups provide the focus for their responses.

While fire safety inspectors are concerned about blocked or locked exits and safe egress from the area, it's the limited amount of material on the walls (the twenty percent rule) that has grabbed the attention of classroom teachers.

The code reference as cited in NFPA 101, 15.7.4.3 of the *Life Safety Code Handbook* states the following.

Artwork and teaching materials shall be permitted to be attached directly to the walls and shall not exceed 20% of the wall area in a building that is not protected throughout by a fire sprinkler system.

Artwork and teaching material shall be permitted to be attached directly to the walls and shall not exceed 50% of the wall area in a building that is protected throughout by a fire sprinkler system.

Clearly, the purpose of the law is to provide a safe environment for our children. Just as clearly, best instructional practices demand that students have visual access to a variety of items.

To merge these critical classrooms needs - best instructional practices and the safety of our children was the purpose of a committee meeting of instructional and fire safety representatives. As a result of that session, guidelines/suggestions were developed that may provide teachers with alternatives to using wall space for displaying instructional material. Naturally, the teacher must make the choices and establish priorities that allow for the display of items critical to the particular classroom. In making those choices, however, there are guidelines that classroom teachers must keep in mind.

GUIDELINES FOR COMPLYING WITH THE 20/50 PERCENT RULE

- Maps on rollers which are rolled up when not in use do not contribute to the 20/50 percent limit.
- Entrance/exit doors must be free of any painted designs or murals, paper or other material.
- Emergency exit windows must be free of any painted designs or murals, paper, or other material. (Not all classrooms have such windows.)
- Exit signs must be visible from all directions.
- Emergency lights must be free of any obstruction.
- Vision through windows in exit/entrance doors must be unobstructed. If there is no window in the door, then the window (door panel) beside the door must be unobstructed.
- A bulletin board covered with paper/material contributes to the 20/50 percent limit. (Consider painting rather than covering with any kind of material.)
- Any paint must be district approved. (The Warehouse carries district-approved paint.) **Before applying paint to any school property, permission must be obtained from the school principal.**



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SAFETY BULLETIN FOR DECORATIONS PROCEDURES

Assuring the safety of District School Board of Pasco County employees, students, visitors and facilities is the reason for issuing this bulletin. Your cooperation following these guidelines, regardless of the reason or the season, is greatly appreciated.

General Guidelines:

- Only those materials labeled as non-combustible, flame resistant, or flame retardant shall be used.
- Do not block or obstruct exits, passageways to exits (means of egress), exit and emergency lights, fire alarm pull boxes, and fire extinguishers.
- Keep all materials away from all heat sources.

Prohibited Materials:

These materials may not be used for decorations under any circumstances, because they are inherently combustible or cannot be flame proofed.

- Bamboo
- Cedar Trees or Branches
- Corn Stalks or Shucks
- Cotton or Confetti (loose or in large quantities)
- Dry Moss or Leaves
- Flammable Powders or Liquids
- Hay or Straw
- Paper Streamers
- Plastic
- Styrofoam
- Sawdust
- Wood Bark or Shavings
- Any other material not complying with code

Trees and Evergreen Vegetation:

Trees (except evergreen trees and vegetation) are permissible, subject to the following:

- **Live Trees:** Live trees are those which are burlap-balled or potted. When used indoors, they must be less than 5' tall. Water live trees frequently to keep soil moist to the touch. If trees turn brown or begin to shed, they should immediately be disposed of properly.
- **Cut Trees:** Cut trees shall not be used in any facility because they are combustible and difficult to maintain in an acceptable condition.
- **Artificial Trees:** Only those artificial trees labeled as fire resistant, flame retardant, and display an Underwriters' Laboratories (UL) or Factory Mutual (FM) label.
- **Green Decorations:** Green tree cuttings (no evergreen) may be used for decorations on doors (not exit doors), and walls providing they are flame proofed.

Locate trees and fresh cut green decorations away from heat sources such as electrical receptacles, light switches, etc.

Decorative Electric Lights (new or used):

Electric lights shall bear the Underwriters' Laboratories (UL) or Factory Mutual (FM) label and identified for indoor use. Follow manufacturers' directions on how many strands of lights you can connect together. Replace any electric lights that do not have UL or FM label, frayed wires, loose connections, or broken sockets. These lights are for temporary use only.

- Do not place electric lights on a metallic tree.
- Do not over load electrical circuits.
- Turn lights off whenever the area is unattended by a responsible person.

Open Flames, Candles, and Lanterns:

Lighting devices using open flames (tiki lamps, oil lamps, torches, candles, etc.) are **absolutely** prohibited for indoor use and must be approved by the Safety Director for outdoor use.

Additional Safety Information:

- Only use approved extension cords of proper size. Extension cords are for temporary use only and cannot be used for permanent wiring.
- Do not use chairs, tables, or any other unsafe device to stand on to hang decorations.
- Keep all work areas and storage areas neat and orderly.
- **Remember the 20/50 percent Rule.**



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SPECIAL EVENTS OR ACTIVITIES PROCEDURES

Temporary events and activities, such as: carnivals, fairs, Relay for Life, haunted houses, etc., are required to be permitted and inspected per the latest edition of the Florida Fire Prevention Code. The Special Events Permit Applications must be submitted 30 days prior to the event.

Use of District School Board of Pasco County property for any special event or activity such as: carnivals (school sponsored or private), tents, booths, cooking, pyrotechnic displays, scenery for plays/performances held in auditoriums and cafeterias are required to be permitted and inspected by the District Safety Inspectors. All pyrotechnic displays (school sponsored or private) will require the Fire Department to be present.

Due to the requirements for proper separation outside of buildings between tents, booths or game areas and permanent structures, a District Safety Inspector may inspect these events to assure proper separation and Fire Department access. The District Safety Inspector needs to know what each tent or booth is being used for (i.e. cooking); this will determine what codes must be adhered to for safety.

A site map is required to be turned in with the Special Events Permit Application for indoor or outdoor events, plays, performances and the use of decorations showing location and what the event consists of (decorations for a holiday in a cafeteria, play in auditorium, outside event, etc.). Please have all the information showing the materials used for constructions, as well as fire retardant materials that were applied, with the proper MSDS. Proof that all tents are flame resistant also must be provided.

Due to the flame/smoke requirements for any decorations or set for stages and interior of school buildings, the District Safety Inspector must inspect these items to assure code compliance. Materials located in exit ways must meet Class "A"; all others must meet a Class "B" or "C". Set construction for stages must not interfere with the operation of the stage fire curtains and may be made of wood or fabric with a fire resistant application. Foam or Styrofoam type materials are not allowed for set construction.

A Special Events Permit Application is required to be completed for each event. The application must be signed by the Principal and submitted to Maintenance and Facilities Services not less than 30 days prior to the event.



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Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Maintenance and Facilities Services

Tom Rutledge, Fire Official

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HAUNTED HOUSE PROCEDURES

All areas being used as a haunted house are considered to be a place of assembly regardless of occupancy and shall comply with NFPA 101 Chapter 13, Places of Assembly.

If the building or room operates with reduced lighting levels, the building or room shall be protected by an approved automatic detection system (smoke detectors, pull stations, etc.) in accordance with NFPA 101-9.6 codes.

Materials being used for the haunted house shall be labeled as non-combustible, flame resistant, or flame retardant. See prohibited materials in the Safety Bulletin for Decorations.

All means of egress and exits shall be properly identified and unobstructed.

Emergency lights and illuminated exit signs shall not be obstructed.

Install not less than a 5 lb. ABC fire extinguisher with not more than a 75 foot travel distance which shall be visible and unobstructed at all times.

Travel distance shall have no dead ends exceeding 20 feet or any travel distance exceeding 150 feet to an exit.

All electrical equipment shall be approved and comply with codes; all extension cords must be approved and protected.

All fire alarm strobes, horns and pull boxes shall be visible and unobstructed at all times.

Any conflicting or confusing sounds or visuals shall be stopped when the fire alarm is activated.

This is considered a special event, and a request for permit must be submitted.



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OUTDOOR EVENTS PROCEDURES

The District Safety Inspector must be notified of special events and activities being conducted on District School Board property for the following:

LP gas	Electrical service hookup
Tents/Canopies	Disruption of vehicular traffic flow
Cooking equipment	Fireworks

Special Events Permit Applications shall be submitted to the District Safety Inspector 30 days prior to the event. All vendors must comply with the following at time of inspection:

- **Tents/Canopies:**
 - Must conform with all applicable codes and requirements
 - Must be fire rated if over 100 sq. ft. or used for cooking of any type
 - Must have label, certification or fire rating tag affixed to the tent fabric
 - Must be located at least 10 feet from any existing structure
 - Two sides must be open at all times when occupied
- **Portable ABC fire extinguisher:**
 - Extinguisher must be properly inspected, serviced, and tagged as required by law
 - Must be located within 10 feet of cooking area
 - Extinguishers must be a 5 lbs. ABC or greater in size
- **K type portable fire extinguisher if cooking with fryer or emitting grease laden vapors:**
 - Extinguisher must be properly inspected, serviced, and tagged as required by law
 - Extinguisher must be a minimum of 2.5 gallons or greater in size

- **LP gas cylinders:**

- Properly anchored and secured as required by NFPA 34
- Must be on solid surface
- 3 point anchoring is recommended for larger tanks
- Must be protected from vehicular traffic

- **Cooking equipment:**

- Must be away from combustible material
- Must not obstruct walkways or exits
- No frying/cooking permitted under tents without proper flame certificate
- All grills shall be located not less than 10 feet from any means of egress, serving area. And the public and indicated by a yellow caution tape 4 feet from the grill.

- **Electrical:**

- Must conform to requirements of National Electrical Code
- Extension cords should be 12-gauge, 3-wire with ground or larger when permitted
- Generators and outdoor wiring must have GFI protection
- Refueling of generators: Generators must be shut down and a fire extinguisher placed at location of fueling; refueling must be no closer than 50 feet from any type of structure or exhibits.



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TENT REQUIREMENTS

Permits

- Tents/canopies with a footprint less than 100 sq. ft., used for purposes other than cooking, not exposed to open flame and occupied by less than 5 people do not require a permit.
- All tents/canopies over 100 sq. ft. require a permit.
- All tents/canopies used for cooking shall be required to have a permit, regardless of size.

Flame Retardant Certificate

- All tents/canopies over 100 sq. ft. shall be required to have a certificate for flame retardant displayed.
- All tents/canopies used for cooking shall be required to have a certificate for flame retardant displayed.
- All tents/canopies exposed to open flame shall be required to have a certificate for flame retardant displayed.

Cooking, LP, Fire Extinguisher and Safe Distance Requirements

- Cooking is not permitted in tents/canopies used for public assembly.
- Tents/canopies used for cooking or tents/canopies exposed to open flame shall not be attached to tents/canopies used for other purposes such as public assembly or retail sales.
- A separation of not less than 10 feet **between tent stakes** must be maintained to minimize any potential fire hazard.
- Tents/canopies used for cooking shall be set up in a manner as not to expose other vendors or spectators to heat, smoke, flame or other byproducts of cooking.
- Tents/canopies used for deep fat frying shall be set up in a manner that allows at least 10 feet of clearance between the fryer and other vendors or spectators.
- Cooking equipment, side walls, tables, etc. shall not impede safe egress.
- All tents/canopies exposed to heat or flame shall be equipped with at least one ABC fire extinguisher; size and amount to be determined by the District Safety Inspector.
- Cooking equipment shall be set up in a manner that will not allow spectators or other vendors access to said equipment in a way that can cause injury. This includes the rear portion of all cooking equipment.
- All cooking equipment shall be set on a firm surface as not to allow equipment to tip or fall.
- LP tanks must be chained and secured in a manner that will not allow equipment to tip or fall. **Tanks may not be secured to tent/canopy poles.**

Removal

- If it is determined that tent/canopy placement is found to be unsafe or in violation of the above requirements by the authority having jurisdiction, the tent shall be removed.

NFPA 102 & 96 TENT/CANOPY REQUIREMENTS

Tents/Canopies

General

Tents/canopies shall be permitted only on a temporary basis.

Size Limitations

Tents/canopies shall be erected to cover not more than 75 percent of the premises, unless otherwise approved by the authority having jurisdiction.

Structural Requirements

All supporting members shall be of sufficient size and strength to support the structure.

The poles and their supporting guys, stays, stakes, and fastenings shall be of sufficient strength and attachment to resist a minimum wind pressure of 20 lbf/ft² (0.96 kPa) of projected area of the tent/canopy.

Tents/canopies shall be adequately guyed, supported, and braced to withstand a minimum pressure or suction of 10 lbf/ft² (0.48 kPa).

Pull-down ropes (jump ropes) shall be provided on all poles.

Flame Resistance.

All tent/canopy fabric shall meet the requirements of the large-scale test contained in NFPA 701, Standard Methods of Fire Tests for Flame-Resistant Textiles and Films.

The authority having jurisdiction shall require a certificate or other evidence of approval by a laboratory of recognized standing or the report of tests made by other inspection authorities as evidence that the tent fabric materials have the required flame resistance.

Where required by the authority having jurisdiction, confirmatory field tests shall be conducted using test specimens from the original material affixed at the time of manufacture to the exterior of the tent.

Location and Spacing

There shall be a minimum of 10 feet (3 m) between stake lines.

Adjacent tents/canopies shall be sufficiently distant from each other to provide an area to be used as a means of emergency egress. Where 10 feet (3 m) between stake lines is not sufficient for means of egress, the distance necessary for means of egress shall govern.

Exception No. 1: Tents/canopies not occupied by the public and not used for the storage of combustible material shall be permitted to be erected less than 10 feet (3 m) from other structures only if the authority having jurisdiction deems such close spacing safe from hazard to the public.

Exception No. 2: Tents/canopies, each not exceeding 1200 feet² (111.5 m²) in ground area, located in fairgrounds or similar open spaces shall not be required to be separated from each other, provided safety precautions meet the approval of the authority having jurisdiction.

The placement of tents/canopies relative to other structures shall be at the discretion of the authority having jurisdiction with consideration being given to occupancy, use, opening, exposure, and other similar factors.

Cooking equipment used in processes producing smoke or grease-laden vapors shall be equipped with an exhaust system that complies with all the equipment and performance requirements of this standard, and all such equipment and performance shall be maintained per this standard during all periods of operation of the cooking equipment. Specifically, the following equipment shall be kept in good working condition:

- a. Cooking equipment
- b. Hoods
- c. Ducts (if applicable)
- d. Fans
- e. Fire suppression systems
- f. Special effluent or energy control equipment

All air flows shall be maintained. Maintenance and repairs shall be performed on all components at intervals necessary to maintain these conditions.

All solid fuel cooking equipment shall comply with the requirements of NFPA 96 Chapter 14, the 2004 edition.

Multiple tenancy applications shall require the concerted cooperation of design, installation, operation, and maintenance responsibilities by tenants and by the building owner.

All interior surfaces of the exhaust system shall be reasonably accessible for cleaning and inspection purposes.

Cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure, shall comply with this standard unless all or part of the installation is exempted by the authority having jurisdiction.

FIRE-EXTINGUISHING EQUIPMENT

General Requirements

Fire-extinguishing equipment for the protection of grease removal devices, hood exhaust plenums, and exhaust duct systems shall be provided.

Cooking equipment that produces grease-laden vapors (such as, but not limited to, deep fat fryers, ranges, griddles, broilers, woks, tilting skillets, and braising pans) shall be protected by fire-extinguishing equipment.

Types of Equipment

Fire-extinguishing equipment shall include both automatic fire-extinguishing systems as primary protection and portable fire extinguishers as secondary backup.

A placard identifying the use of the extinguisher as a secondary backup means to the automatic fire suppression system shall be conspicuously placed near each portable fire extinguisher in the cooking area.

Automatic fire-extinguishing systems shall comply with standard UL 300, Fire Testing of Fire Extinguishing Systems for Protection of Restaurant Cooking Areas, or other equivalent standards and shall be installed in accordance with their listing.

SPECIAL EVENTS PERMIT

Application Date: _____ Date(s) of Event: _____

Event Organizer: _____ Contact #: _____

Permit Type:

☐ Carnival ☐ Fair ☐ Play ☐ Bonfire ☐ Concert ☐ Pyrotechnics (Fireworks) ☐ Other

Facility Name: _____

Principal: _____

Property Address: _____

Tent(s)/Booth(s): _____

Are open flame devices being used? ☐ Yes ☐ No

Site Plan Attached? ☐ N/A ☐ Yes ☐ No

Description of Event: _____

Contractor's Name: _____

Contractor's Address: _____

Contractor's Phone Number: _____

Proof of Liability Insurance: _____

I hereby certify that I have read and examined this permit and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provision of any state or local law regulating construction or the performance of construction.

Printed Name

Signature of Authorized Principal/Agent

Date

*** DO NOT COMPLETE FORM BELOW THIS AREA ***

Conditions: _____

District Fire Inspector: _____ District Fire Inspector: _____

(please print)

(Signature)

Permit Approved: _____ Permit Disapproved: _____

(Initial)

(Initial)

Date

* Scan this form and forward to the Pasco County School Board Fire Official Tom Rutledge at trutledg@pasco.k12.fl.us



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FIRE LANES, FIRE HYDRANTS, AND FIRE DEPARTMENT CONNECTION PROCEDURES

Fire lanes must be kept clear of obstructions such as parked vehicles, fences, and other barriers, dumpsters, etc. Fire lanes shall be properly marked with signs stating NO PARKING FIRE LANE and be in sight of traffic. Spacing for the signs shall be no more than sixty feet (60') apart and free standing; proper height shall be no more than seven feet (7') from the bottom of the sign to finished grade. NFPA (FL) 1-18.2.3.5.3

According to NFPA, no person shall place or keep any fence, vehicle, trash, or storage of other materials that would obstruct a fire hydrant or fire department connection and hinder or prevent its immediate use by fire department personnel. Fire hydrants and fire department connections shall be maintained readily visible at all times.

Fire hydrants and fire department connection (FDC) shall have a clearance of 5 feet in front and 3 feet clearance on each side and to the rear. NFPA 1- 18.5.7.1; NFPA 1-18.5.7.2

Fire hydrants and fire department connections (FDC) shall be properly marked with a sign stating NO PARKING FIRE DEPARTMENT CONNECTION or FIRE HYDRANT.



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FIRE PUMP TESTING PROCEDURES

A weekly operational test of all fire pumps should be conducted by running the pump in a “no flow” or “churn” situation with all valves open as per normal. Qualified operating personnel should monitor the pump while it is running. Each pump should be run for the proper time interval and observed for problems. This document contains checklist for an electric motor and diesel engine driven pump. The checklist shall be used to record vital data about the pump and to help identify abnormalities in the operation of the pump. Any abnormalities should be corrected immediately if possible or Maintenance and Facilities should be notified. If any major malfunctions, such as smoke, excessive vibration, or abnormal noise, discontinue the test immediately and have the equipment repaired.

To test the fire pump:

1. Notify the alarm company that the fire pump is going to be tested.
2. Start the pump with a drop in system pressure. To do this, open the drain cock located near the pump controller with the jockey pump turned off. Record the pump starting pressure.
3. Check the pump packing glands to verify that a slight discharge of water is visible. If no water is dripping, adjust the packing gland nuts appropriately.
4. Check for excessive vibration, unusual sounds, or other signs of malfunction. Discontinue test if destructive failure appears imminent.
5. Record the system suction and discharge pressures. Record other system data as listed on the appropriate checklist.
6. Verify that the pump operates for the appropriate period; a **minimum** of **10** minutes for an electric motor and **30** minutes for a diesel driven pump.
7. Periodically verify that the pump and driver are not overheating during the test.
8. Shut down the pump manually.
9. Turn the jockey pump back on. Restore the fire pump controller to the automatic start position.
10. Notify the alarm company that the test is complete and that the alarm system should be put back to normal service.

Interpretation of the results:

Once the test data is recorded, compare it to previous tests to determine if the pump is operating satisfactorily. Significant differences in operation should be analyzed as to the cause. Corrective actions should be completed as soon as possible and the pump retested.

ALL DATA SHOULD BE RECORDED ON THE FIRE PUMP WEEKLY TESTING AND INSPECTION CHECKLIST. THE CHECKLISTS SHALL BE MAINTAINED IN A BINDER AND KEPT IN THE FIRE PUMP ROOM.

FIRE PUMP

WEEKLY TESTING AND INSPECTION CHECKLIST

(Diesel - Engine Driven)

By: _____

Date: _____

Before testing the fire pump, contact the alarm receiving station at telephone #: _____

WEEKLY TESTING AND INSPECTION		
ITEM	Status	
	Yes	No
Pump room heat maintained at 40° F? (70° F for diesel engines without heaters?)		
Piping valves (suction, discharge and bypass) open? (Test header valve is closed?)		
Water-jacket heater or other engine heater operating?		
Room ventilation louvers free to operate?		
Suction reservoir full?		
Wet pit suction screens unobstructed and in place?		
Both banks of the batteries' voltage readings normal?		
Both banks of the batteries' charging current readings normal?		
Both banks of the batteries' pilot lights on, or battery failure pilot lights off?		
Electrolyte level in batteries normal?		
Battery terminals free from corrosion?		
Engine crankcase oil level normal?		
Engine cooling water level normal?		
Engine hours – Start of test _____ hours		
Pump started automatically by dropping pressure? Start pressure _____ psi		
Pump running suction pressure normal? _____ psi		
Pump running discharge pressure normal? _____ psi		
Pump running oil pressure normal? _____ psi		
Engine coolant temperature normal? _____ ° F.		
Pump packing glands have slight water drip? (The water drip cools the packing)		
Pump casing temperature within proper range (not hot to the touch)?		
Heat exchanger temperature within proper range and has visible water flow to drain?		
Water piping in good condition (no leaks from joints, cracks, etc.)?		
Relief valve operational?		
Pump run at churn (no flow) for at least 30 minutes?		
Engine hours – End of test _____ hours		
Fuel tank at least two-thirds full?		
Pump controller selector in "AUTOMATIC" position?		
All alarm pilot lights off?		

A "no" response above indicates the need for investigation and corrective action to restore the system to normal operation. These weekly inspection and test items are considered minimum requirements. The manufacturers' inspection and test requirements for the pump and engine may be more comprehensive and should be followed at all times.

Additional Comments: _____

After testing the fire pump, contact the alarm receiving station to verify alarms were received and restore alarm system to normal status.

**FIRE PUMP
WEEKLY TESTING AND INSPECTION CHECKLIST
(Electric - Motor Driven)**

By: _____

Date: _____

Before testing the fire pump, contact the alarm receiving station at telephone #: _____

WEEKLY TESTING AND INSPECTION		
ITEM	STATUS	
	Yes	No
Pump room heat maintained at 40° F.?		
Piping valves (suction, discharge and bypass) open? (Test header valve is closed?)		
Suction reservoir full?		
Wet pit suction screens unobstructed and in place?		
Pump started automatically by dropping pressure? Start pressure _____ psi		
Pump running suction pressure normal? _____ psi		
Pump running discharge pressure normal? _____ psi		
Pump packing glands have slight water drip? (The water drip cools the packing)		
Circulating relief valve has adequate flow while pump is running? (Cools pump)		
Pump casing temperature within proper range (not hot to the touch)?		
Water piping in good condition (no leaks from joints, cracks, etc.)?		
Oil level in sight glass normal? (vertical pumps only)		
Relief valve operational? (if provided)		
Pump run at churn (no flow) for 10 minutes?		
Pump controller pilot light (power on) illuminated?		
Pump controller pilot light (transfer switch) illuminated?		
Reverse phase pilot light off <u>or</u> normal phase pilot light on?		

A "no" response above indicates the need for investigation and corrective action to restore the system to normal operation. These weekly inspection and test items are considered minimum requirements. The manufacturers' inspection and test requirements for the pump and motor may be more comprehensive and should be followed at all times.

Additional Comments: _____