



Travis County ESD#2
(Pflugerville Fire Department)
Fire Safety Reminders for Principals

With the help of school administrators, together we can ensure the staff and students in our community are educated on fire safety and prevention. Please look at this list we have created and let us know if you have any questions or if there is any way we can support you.

Artwork and Decorations

- **Schools without a sprinkler system:**
 - Corridors (hallways): No more than 20% coverage
 - Classrooms: No more than 20% coverage
 - Ceilings: No more than 10% coverage
- **Schools with a sprinkler system:**
 - Corridors (hallways): No more than 20% coverage
 - Classrooms: No more than 50% coverage
 - Ceilings: No more than 10% coverage
- **Ceilings:**
 - A limited amount of banners and similar items may be hung from ceilings.
 - All items must be hung by wire or fishing line.
 - Items that can burn must be suspended at least two (2) feet below the ceiling.
 - Items cannot be hung in a manner that will disrupt fire sprinkler patterns.
 - Ceiling tiles must be in place.
- **Banners and Doors:**
 - Materials shall not be placed on doors in a manner that can obscure someone's ability to recognize it as a door/exit. No wrapping or full coverage of doors.
 - Large banners on walls in atriums and assembly areas (such as cafeterias, gyms, theatres, PAC/FAC) may be hung with the Fire Department's prior approval.

Electrical

- **General:**
 - Light bulb wattage should not exceed the rated capacity of the fixture.
 - Plugging surge protectors together is prohibited.
 - Extension cords and flexible cords may only be used temporarily, and they shall not be a substitute for permanent wiring.

- **Portable Heaters:**
 - Must be powered by electricity.
 - Must be listed by UL, FM, or other listing agency.
 - Must be provided with a “tip over” safety feature.
 - Must be kept at least three (3) feet from any material that can burn.
 - Must be plugged directly into a wall outlet, not a power strip or extension cord.

General

- **Storage:**
 - No storage is permitted in corridors, unless approved in advance by the Fire Department.
 - No storage is permitted underneath stairs, unless protected by a sprinkler head or fire rated wall.
 - No storage is permitted in mechanical or electrical rooms.
 - Storage shall be maintained two (2) feet or more below the ceiling in non-sprinklered areas of the building, or a minimum of 18 inches below sprinkler head deflectors in sprinklered areas.
- **Fire Lanes:** Vehicles must not be left unattended in a marked Fire Lane.
- **Occupant load:** In assembly areas (such as gyms, cafeterias, theatres, PAC/FAC), the posted occupant load must always be followed; this is the maximum number of people allowed.
- **Exterior Doors:** Chains are not permitted on exit doors.
- **Dryers:** The area behind dryers, and the vent, should be clear of debris at all times.

Evacuation Drills

- **Activating alarms:**
 - All staff should understand the correct operation for manual pull stations; including when tamper resistant covers are present.
 - All staff should be trained in the procedures for activating a general alarm for the building.
- **Evacuation Drills:**
 - An evacuation drill must be administered within the first ten (10) days of school.
 - Planned dates/times of all drills should be provided to the Fire Department prior to administering.
 - Drill records should be maintained and available upon request from a fire official.

**** Please note that this is not an all inclusive list of possible violations. This is a fire safety guide for school and fire officials. The Fire Code Official may identify violations which are not stated here. In addition, the local School District may require and enforce standards that are higher than these minimum guidelines.****

Questions, comments, and concerns can be sent to inspections@pflugervillefire.org