



LAREDO INDEPENDENT SCHOOL DISTRICT
900 E. Lyon St. Laredo, Texas 78040 • Ph. 956-273-1141
Plant Facilities and Support Services
Safety/Crisis Management

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To: All Principals and Directors
From: Victor G. Mora, CSHO, Safety/Crisis Management Officer
Thru: Angel Velazquez, Executive Director for Plant Facilities and Support Services
Re: Fire Prevention Compliance
Date: 8/15/14

As we start our school year and prepare for the Laredo Fire Department annual inspections, please ensure that:

- No appliances (microwaves, refrigerators, toasters, coffee makers, etc...) are allowed in the classroom. Appliances should only be allowed in the teacher's lounge or designated rooms
- Secondary means of exit (window or second door) shall be clear of obstruction
- No candles or open flame are allowed in school
- Classroom walls should not be decorated in excess of 20% per wall
- No objects of any kind should be hanging from ceiling
- Classroom doors should not have any decorative materials on either side
- All flammable liquids must be stored in proper containers and in designated areas under lock and key
- No smoking is permitted on school property
- All designated exit doors must be in good working order and never chained with padlock while school is occupied by one or more persons
- Ensure that all portable fire extinguishers are placed in their proper locations and are properly inspected
- Ensure that no building or classroom window be covered by burglar bars
- Fire alarm systems must be in good working order and the alarm panel checked daily
- All designated exit signs should be in good working order
- All fire lanes should be painted red with white lettering "fire lane- no parking"
- No unattended car is allowed to park in fire lane
- All campuses should practice one fire drill per month
- All employees are trained on how to activate the fire alarm