

**EDINA HIGH SCHOOL  
SENIOR CLASS GRADUATION PARTY**

**EDINA FIRE PREVENTION BUREAU  
FIRE SAFETY REQUIREMENTS**

The mission of the Edina Fire Prevention Bureau is to ensure that the senior class, parents, and school staff have a safe and memorable evening. The Edina Fire Marshal will attend meetings, be available via phone and e-mail to answer questions, and conduct inspections of the school prior to the event. Other inspections by the City of Edina Building Official and the State of Minnesota Electrical Inspector may be required to ensure the safety of everyone.

- **EXITS:**

- All exit doors shall be maintained in operable condition.
- Exit doors shall not be locked, chained, bolted, or otherwise rendered unusable.
- Gates, decorative panels, or other obstructions shall not block or obstruct the exit.
- Exit signs shall be visible at all times.

- **FIRE WALL LOCATIONS:**

- Fire walls run east to west in the building and from floor to floor.
- 2<sup>nd</sup> floor north end of the Cafeteria along the hallway going north to classrooms.
- 2<sup>nd</sup> floor south end of the Cafeteria.
- 3<sup>rd</sup> floor north end of the Media Center.
- 3<sup>rd</sup> floor north end of the Commons along hallways going north to main offices and classrooms.
- These walls have fire doors that are held open by magnetic devices and close on smoke detection.
- The fire doors shall not have anything placed in front of them or on them that would effect their operation.

- **CLASSROOM DOORS:**

- Classrooms not in use may be covered with decorations.
- Custodians may need to access classrooms at anytime for access to equipment such as electrical panels.
- Doors to classrooms in use shall close and latch.
- Do not place decorations on doors or doorframes that would interfere with the door's operation.

- **AISLES / CORRIDORS:**

- Required corridor width in schools is 6 feet.
- Certain corridors may have tables in them with prior approval.
- Aisles leading to exits shall be provided from all portions of the building.
- Aisles shall be free of storage and other obstructions (tables, etc.).
- Aisle width in classrooms is 36 inches.

- **EXTENSION CORDS:**

- Extension cords shall be plugged directly into an approved receptacle, power strip or multiplug adapter and serve only one portable appliance or fixture.
- The current/amperage capacity of the cord shall not be less than the rated capacity of the portable appliance.
- The extension cord shall be in good condition without splices, damage to casing, or damaged ends.
- Extension cords shall be grounded when servicing grounded portable appliances.

- Sizes; 12-3 AWG to appliances, 14-2 AWG to Christmas lights, Outdoors 12-3 AWG with GFCI protection
  - All cords shall be round. **No flat cords allowed.**
  - Extension cords shall be secured with non-metallic anchors or taped to walls or floor in non-traffic areas.
  - Cords that must pass through a traffic area shall have cord-guard to protect the cord.
  - Cords shall not pass through walls, doors, ceilings or under floor covering.
- **CHRISTMAS LIGHT STRINGS:**
    - Follow manufacturer's instructions when connecting strings of lights together.
    - The box will state how many strings can be connected.
    - The label on the string will also indicate the total number that can be connected.
    - In past years parents have had to take down displays and redo them.
- **POWER STRIPS:**
    - Power strips shall be plugged directly into a permanently installed receptacle.
    - Power strips shall be equipped with overcurrent protection and shall be listed in accordance with UL 1363.
    - They are available in longer cord lengths up to 15 feet.
    - Power strips from home shall be in good working order.
    - Power strips shall not be connected together (daisy chained).
    - Power strip cords shall not pass through walls, doors, ceilings or under floor covering.
- **FIRE REDARDANT DECORATIONS:**
    - Paper – Treated – purchased by committee
    - Some decorations may need to be treated with a commercial rated fire retardant product. Contact Edina Fire Marshal for more details.
    - Companies that can provide assistance with treatment;
      - Chemical Treatment – Fire Retardants Inc, Chaska 952.448.7377  
[www.fireretardantsinc.com](http://www.fireretardantsinc.com)
      - Fabric – Coit Drapery Corp Offices Pete Papenhausen 952.944.9433 x206
      - Richfield Flowers & Events 6515 Nicolett Ave S 612.866.8416  
[www.richfieldflowers.com/index.html](http://www.richfieldflowers.com/index.html)
    - Flame testing by Edina Fire Marshal
    - Fire retardant paper shall be used for the backdrop of all wall decorations.
- **STUDENT BODY CUTOUTS:**
    - Student body cutouts shall be on treated paper.
    - Clothing is allowed on the bodies.
    - Bodies shall not be laminated.
    - Bodies made of other materials will not be allowed in the building.
- **ARTIFICIAL VEGETATION:**
    - Artificial decorative vegetation shall meet the flame propagation performance criteria of NFPA 701. Meeting the flame propagation performance criteria of NFPA 701 shall be documented and certified by the manufacturer in an approved manner.
- **DECORATIVE PLASTIC MATERIALS:**
    - Mylar sheeting, Polystyrene, PVC sheeting, and other flammable materials shall not be used.
    - All plastic materials shall have a label stating it is flame/fire retardant or pass the flame test by the Edina Fire Marshal.
    - Foam Core Poster Board may be allowed when the weight does not exceed 1 pound.

- If you have something you want to use, please call the Edina Fire Marshal to discuss.
- **FIRE EXTINGUISHERS:**
  - The Minnesota State Fire Code no longer requires fire extinguishers in the hallways of schools.
  - Fire Extinguishers are required in hazardous areas.
  - The Edina Fire Marshal may require fire extinguishers to be placed near hazardous areas of the party such as food warming stations.
  - The Edina Fire Department will provide fire extinguisher training at the May meeting if requested.
- **FIRE ALARM SYSTEM COMPONENTS:**
  - Beam Smoke Detectors and Manual Pull Stations have been removed from the school.
  - Horn/Strobes shall be clearly visible and unobstructed.
  - The fire alarm system shall be functioning (free of trouble and supervisory signals) prior to the event.
  - Horn/Strobes are located in corridors as well as classrooms.
  - Openings shall be cut into wall hangings to expose the Horn/Strobes.
- **FIRE SPRINKLER SYSTEM:**
  - Nothing shall be hung from fire sprinkler heads or fire sprinkler piping.
  - 18-inch clearance to sprinklers heads shall be maintained throughout the building.
- **SECURITY DEVICES / MOTION SENSORS:**
  - Security motion sensors shall be exposed at all times.
  - Room lighting motion sensors should not be covered or lights may not operate.
- **OUTDOOR CONSTRUCTION:**
  - Construction of an outdoor display extending out from an exit may need inspections by the City of Edina Building Official and/or the State Electrical Inspector. This is for everyone's safety.
  - When your concept and a sketch are ready, please contact the Edina Fire Marshal and a meeting will be arranged with the Edina Building Official. This way if corrections are needed they can be made before construction begins.
  - Test your lighting and other power requirements before the event. There are limited outdoor power supplies.
- **CONTACTS:**
  - Edina Fire Marshal Thomas Jenson  
Office 952.826.0337 Cell 952.715.2809  
E-mail [tjenson@ci.edina.mn.us](mailto:tjenson@ci.edina.mn.us)
  - Edina Chief Building Official Steve Kirchman  
Office 952.826.0450  
E-mail [skirchman@ci.edina.mn.us](mailto:skirchman@ci.edina.mn.us)
  - State Electrical Inspector Doug Torvund  
Office 612.866.5895 between 7:00 – 8:30 AM  
E-mail [doug@torvundinspections.com](mailto:doug@torvundinspections.com)  
Website [www.torvundinspections.com](http://www.torvundinspections.com)