



SHOOLLINK
COLORADO SPRINGS FIRE DEPARTMENT
RISK REDUCTION PROGRAM

FIRE & LIFE SAFETY TOOLKIT



School Year
2024-25

coloradosprings.gov/schoollink



MESSAGE FROM FIRE MARSHAL BRETT LACEY



COLORADO SPRINGS FIRE DEPARTMENT
BRETT T. LACEY
FIRE MARSHAL

2024/2025

Dear School Administrator/Principal:

Colorado Springs Fire Department (CSFD) recognizes the value in partnering with our area schools to ensure the safety of the students and staff in our community. We appreciate your ongoing collaborative efforts with the CSFD to maintain the progress we and school staff have made in keeping our schools fire-safe.

A reminder that all fires in or on school property must be reported, and failing to report an unwanted fire is against the law. Regardless of evidence leading to the intent of starting a fire, a fire's magnitude, or the age(s) (minor or adult) of the person(s) involved, reporting fire-related incidents is a requirement and the responsibility of principals/administrators. In every situation and under all circumstances, mandatory fire reporting is the law! Many of these fires are a result of misuse of fire by students prompting referrals to CSFD's FireFactor² educational intervention program. These referrals provide the CSFD an opportunity to conduct fire setting risk assessments on the youth involved to determine the level of risk for future fire-setting behavior. Outcomes of these assessments may result in the need for further fire safety education and, when warranted, referrals to mental/behavioral health specialists. Please continue calling 719-385-7376 or emailing FireFactor@coloradosprings.gov to report all unwanted fires.

In response to repeated requests from schools and due to school officials in the Pikes Peak area exhibiting exceptional compliance to fire drill procedures, the State has granted a twice-annual exception to the monthly fire drill requirement. Please see the letter about this included in this packet. All of the information attached to this packet is available via coloradosprings.gov/schoollink, but if you have questions or want to discuss code requirements or educational opportunities, please call the fire department's general business number, 719-385-5950.

Have a healthy and fire-safe school year.

Respectfully,



Colorado Springs Fire Department
375 Printers Parkway
Colorado Springs, CO 80910-3191
719-385-5950 | brett.lacey@coloradosprings.gov

The mission of the Colorado Springs Fire Department is to provide fire, emergency and prevention services with professionalism, compassion and excellence.



MAINTAIN A FIRE SAFE SCHOOL

STORAGE OF FURNITURE & EQUIPMENT:

- Excess furniture and equipment need to be stored appropriately and may not create any obstructions.
- Corridors/hallways and exit doors must be kept clear and unobstructed at all times.
- It is unacceptable at any time to have boxes, chairs, desks, recycle bins, or unattended deliveries blocking exit routes.
- Desks and tables used in corridors as auxiliary teaching areas must not obstruct exit pathways.
- There needs to be a three-foot clearance around all fire protection equipment, such as manual pull stations, fire extinguishers, and fire sprinkler risers.
- Electrical panel access shall be free and clear with at least a three-foot clearance.
- Combustible material shall not be stored in the boiler, mechanical, or electrical rooms.

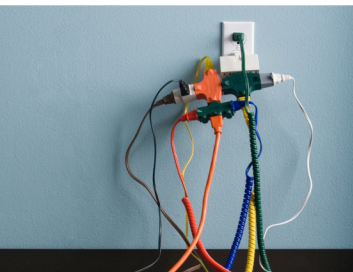
PHYSICAL ENVIRONMENT MODIFICATIONS:

- Whenever a space, room, or area is repurposed, or separations are constructed, even if these changes are only meant to be temporary, the school must apply for a building permit and potentially an applicable fire code permit to ensure that life safety in the built environment is being met.
- If the construction of new walls or barriers is installed, fire protection systems, such as fire alarms and/or fire sprinklers, may need to be modified to ensure adequate coverage.
- Exiting the building in the event of an emergency through means of egress remains accessible and not blocked by any barrier.
- Reminder: permits are required for new construction, remodels, or fire system modifications.

IMPROPER USE OF EXTENSION CORDS:

The increased demand for utilizing equipment that requires charging, streaming, and displaying will put a strain on the limited electrical outlets in a defined learning area. Top reminders for extension cords:

- Extension cords may only be used temporarily (90 days or less) and must not be installed for permanent use.
- Extension cords must not be connected to each other and should never be attached to permanent fixtures or pass-through holes in walls.
- Extension cords must never be placed under rugs or taped in place for extended use.
- Power strips with surge protectors are acceptable when plugged directly into an outlet.
- Never overload an outlet or surge protector.
- Extension cords shall be grounded where serving grounded portable appliances.
- Extension cords shall be maintained in good condition without splices, deterioration, or damage.





TOP SCHOOL CODE VIOLATIONS

During the 2023-24 school year, the CSFD fire code officials inspected area schools and compiled the top fire code violations found across all school districts, private schools, and charter schools.

STORAGE IN EQUIPMENT ROOMS:

Combustible material shall not be stored in the boiler, mechanical rooms, electrical rooms, or fire command centers. Schools consistently store too much stuff in too small fire-prone spaces.

INSPECTION, TESTING, AND MAINTENANCE:

Fire detection, alarm, and extinguishing systems, mechanical smoke exhaust systems, and smoke and heat vents shall be maintained in an operative condition at all times and shall be replaced or repaired where defective. Nonrequired fire protection systems and equipment shall be inspected, tested, and maintained or removed. Schools are getting their semi-annual and annual systems inspected; however, when deficiencies are found, they take too long to complete the required repairs. All inspection, testing, and maintenance records **MUST** be kept on-site and be made available for the fire code official upon request.

ARTWORK AND TEACHING MATERIAL POSTED IN CORRIDORS:

Artwork and teaching materials in corridors shall be limited to no more than 20% of the wall area being covered.

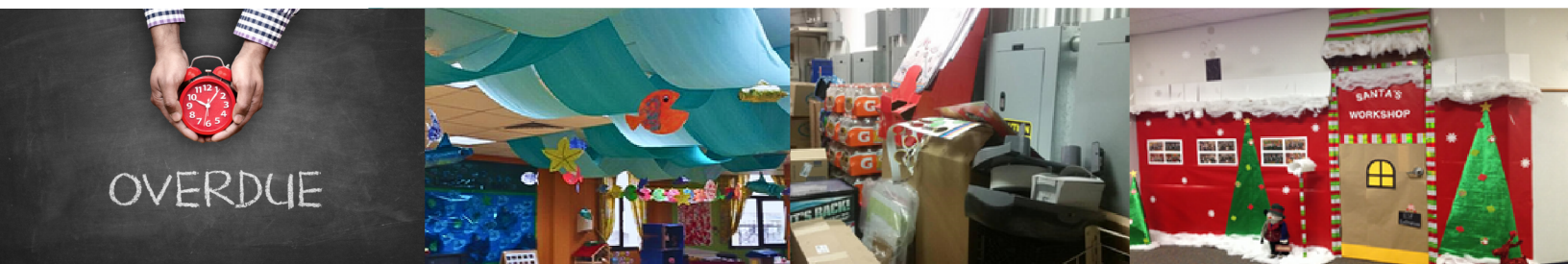
ARTWORK AND TEACHING MATERIAL POSTED IN CLASSROOMS:

A new Administrative Ruling has been put in place to establish a definitive requirement specific to the net wall area of a classroom with respect to the 50% coverage for teaching and decorative materials. This ruling applies to all new, existing, and future classroom teaching and decorative material wall coverage requirements. Artwork and teaching materials shall be limited on walls of classrooms to not more than 50% of the specific wall area to which they are attached. In order to foster a learning environment and to allow the continued enhancement of student interaction, classroom wall area requirements will be as follows:

- The remaining (net) wall space will be the deciding factor for the 50% wall area requirement.
- The 50% wall area will be calculated for each wall independently.
- The following will not be factored in as being included in the net wall coverage requirements:
 - Furniture, bookshelves, storage shelving
 - Windows
 - Doors.
 - Dry-erase boards, chalkboards
 - Wall-mounted television sets

When dry-erase boards and furniture are used to display or attach teaching or decorative materials, they are included in the 50% wall area coverage. Remember, doors shall never be decorated.

VIEW THE 2021 COLORADO SPRINGS FIRE DEPARTMENT CODE AT <https://bit.ly/2021FireCode>



FLAME RETARDANT 101

Most fabric certified as Flame Retardant (FR) has been topically treated in an immersion process with a chemical fire retardant after the fabric has been woven. All cotton and other natural fibers certified as flame retardant are FR topically treated. Some synthetic fabrics are also topically treated. Because the treatment is topical, it will wear out in time, and repeated cleanings will cause the flame retardancy to dissolve sooner. Most flameproofing chemicals are water soluble and will dissipate through dry cleaning.

Draperies made from FR fabrics should be retreated per the manufacturer's directions. For this reason, "FR" flame retardancy is certified for only one year.



The law requires that materials be certified as flame retardant according to the standards set by NFPA 701. The Colorado Springs Fire Prevention Code adopted by CSFD states:

807 GENERAL: Decorative material and artificial decorative vegetation shall comply with sections 807.1 through 807.5.6. Natural decorative vegetation shall comply with sections 806.1 through 806.4.

807.4.1 FLAMMABILITY: Artificial decorative vegetation shall meet the flame propagation performance criteria of Test Method 1 or Test Method 2, as appropriate, of NFPA 701. Meeting such criteria shall be documented and certified by the manufacturer in an approved manner. Alternatively, the artificial decorative vegetation shall be tested in accordance with NFPA 289, using the 20 kW ignition source, and shall have a maximum heat release rate of 100 kW.

PFR - PERMANENTLY FIRE RETARDANT: Fabric that has been certified as PFR has been woven from fibers that are non-combustible for the life of the fabric. For this reason, the fire retardancy of IFR fabrics will last for the life of the fabric and will not dissipate after cleaning.

NFR - NOT FIRE RETARDANT

CNFR - CANNOT BE MADE FIRE RETARDANT: If "CNFR" is indicated for fabric, that fabric cannot be treated for fire retardancy and, as such, should not be used in public venues. Among the types of fabrics that cannot be made fire retardant are certain synthetic and/or metallic fabrics.

CBFR - CAN BE MADE FIRE RETARDANT: If "CBFR" is indicated for fabric, that fabric can be treated for fire retardancy. Such treatment would include topical treatment in an immersion process, making the fabric "FR." Some synthetics can be made fire retardant.

FLAME RETARDANT DOCUMENTATION REQUIREMENTS: Label each item with the date treated, by whom it was treated, and the name of the treatment used. Use a log book with the date treated, by whom it was treated, and the name of the treatment that was used.





MICRO-MOBILITY DEVICES

Electric bicycles and electric scooters, or e-bikes and e-scooters, are more popular than ever. These devices give riders a lower-cost and environmentally friendly way of getting around. But, unknown to many users, the batteries that power e-bikes and e-scooters have also been known to catch fire and cause explosions.

CHARGING AND STORAGE ON SCHOOL PROPERTY:

- Micro-mobility devices such as e-scooters and e-bikes should not be stored inside the schools.
- Schools should not allow the charging of micro-mobility devices at the schools.
- A designated parking area such as a bike rack needs to be designated for micro-mobility device parking that is:
 - At least 10 feet away from combustibles and building openings.
 - Not in the path of egress from the schools.
 - Preferably in an area not exposed to direct sunlight throughout the day.

STUDENT SAFETY:

Micro-mobility devices such as e-scooters give students an inexpensive way to travel to school. K-12 schools are encouraged to develop policies establishing safe scooter-riding practices such as:

- Wearing properly fitted helmets.
- Identify "scooter-free zones."
- Establish a speed limit as most mobility devices do not have speedometers
- Create parking guidelines.

LITHIUM-ION BATTERY SAFETY

Lithium-ion batteries can be found in many different items, such as headsets, computers, tablets, phones, watches, portable charger battery packs, and other portable electronics. When lithium-ion batteries are damaged, they can overheat, catch on fire, and even lead to explosions. When fires occur, they also tend to burn very hot and can be difficult for firefighters to extinguish.

Schools need to include measures in their fire safety plan on how to deal with lithium-ion battery emergencies. Schools should incorporate rules and guidelines for allowable devices in the classrooms and proper charging practices. Schools also must report lithium-ion battery fires like all other school fires.





PERMIT FEES FOR K-12 SCHOOLS

CSFD issues approximately 20 bonfire and pyrotechnic display permits on an annual basis for our K-12 educational institutions. These permit fees are typically paid for using student body/student council funds rather than by the school district or the individual school’s operating budget.

CSFD is pleased to announce a new option for schools to offset the expense of these permit fees. Students may volunteer their time in support of CSFD’s fire prevention efforts in lieu of incurring a cost for a bonfire and pyrotechnic permits. Volunteer tasks may include:

- Assembling evacuation kits
- Putting together safety message marketing collateral packets/folders
- Participating in research focus groups
- Participating in public safety messaging for their school

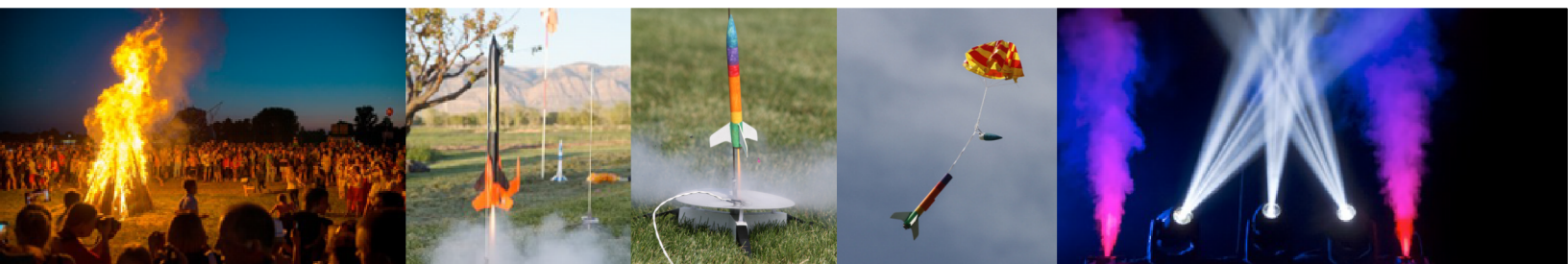
Volunteer hours completed during a given school year will be credited toward any fees incurred during the same school year. Volunteer hours can be used to offset all or part of the total cost of the permit. Funding credits will not roll over from school year to year. The ability to volunteer in lieu of payment is not guaranteed but on an “as available” basis according to individual program needs.

The volunteer hours will be calculated at the federal volunteer labor rate of \$33.49 per hour per person. For example, it would take approximately 4.35 volunteer hours to cover the bonfire permit fee of \$146. That equates to 3 students volunteering for 1.5 hours each to cover the fee.

Permits will be issued based on current fire conditions, restrictions, or bans and are subject to change. Upon completion of the bonfire plan submittal for a permit, a fire department apparatus standby fee may be required to be paid at the rate of \$323 for 2 hours. If your school is interested in this program, please contact:

- Amy Sutherland at 719-385-7354 or amy.sutherland@coloradosprings.gov

PERMIT TYPE	PERMIT FEE	NO FIRE RESTRICTONS/BAN	BURN RESTRICTIONS	BURN BAN
Bonfire Permit	\$146	Allowed with permit	No permits issued	Prohibited
Pyrotechnics	\$382	Allowed with permit	Permits may be issued	Prohibited
Model Rocket	NO FEE	No permit required	Allowed with permit	Prohibited





FIRE INSPECTION RESPONSIBLE PARTY

The school principal is responsible for inspection reports and corrections per Section 112.2. The principal (owner) or their designee (owner's authorized agent) will be served with notice of violation and asked to sign the inspection report per Section 112.3.1. For further details, refer to the Colorado Springs Fire Code.

VIEW THE 2021 COLORADO SPRINGS FIRE PREVENTION CODE AT <https://bit.ly/2021FireCode>

SCHOOL FIRE MANDATORY REPORTING

By law (Colorado Springs Fire Prevention Code), all fires, ignitions, or explosions shall be reported, even when a school employee or student puts out the fire. Mandatory fire reporting is the law and **NOT** the exception in every situation, under all circumstances.

For active fires, call 911 and initiate emergency plans. After any immediate danger has passed, you **MUST** report **ANY** fire, regardless of size or time, since the incident as stated by law by contacting the Colorado Springs Fire Department by:

- Calling 719-385-7376
- Email schoolfirereport@coloradosprings.gov

When making a school fire report, be prepared to provide the following information:

- Your name
- Position
- Contact information
- Location and time of the fire
- Description of damage
- Any injuries

Potential school fire scenarios in or near a school campus include but are not limited to:

- Use of matches & lighters, a heated light bulb, or a magnifying glass to ignite paper, vegetation, or combustibles.
- Making, possessing, and/or activating any bomb-like device.
- Using chemicals to intentionally cause a fire in chemistry, science laboratory, another classroom, or on other school property.
- Possession of, selling, and/or lighting firecrackers, smoke bombs, or other fireworks types.

After CSFD receives the mandatory report, the Division of the Fire Marshal will submit the report to the State of Colorado's Division of Fire Prevention and Control.



REFERRING YOUTH FOR FIRESETTING

After any immediate danger has passed and you have identified the youth(s) involved in a school set fire, we highly encourage you to make a referral to the CSFD's FireFactor² program as soon as possible. FireFactor² is an intervention program specifically designed to work with youth who have a propensity to misuse fire. It is a non-punitive program and is provided at no cost.

STEP 1:

Ensure all the steps for mandatory fire reporting are completed.

STEP 2:

Contact the Colorado Springs Fire Department Community Education & Outreach unit at 719-385-7376 or email FireFactor@coloradosprings.gov with the following information (if available):

- Your name, position, and contact information
- Name of the person(s) that set the fire
- Type of ignition source
- Location and time of the fire
- Description of damage
- Any injuries
- Primary caregiver name and contact information

STEP 3:

Contact the student's primary caregiver and have them respond to the school to meet with school administrators and, in some cases, a fire investigator. If your school has a School Resource Officer (SRO), they should also be contacted.

STEP 4:

As part of your school discipline policy, incorporate mandatory attendance in CSFD's FireFactor² intervention program. Inform the primary caregiver that a referral has been made to this free, non-punitive educational program. Inform them that a CSFD representative will contact them to schedule the initial firesetting risk assessment. CSFD staff is always willing and available to participate in the student discipline process/plan as necessary.

STEP 5:

After you submit a referral to the program, we will schedule the initial firesetting risk assessment that the youth and their primary caregiver attend. During the assessment, we will ask the youth and caregiver questions. Based on the findings from the assessment, a recommendation will be made for the youth to attend our educational class, receive mental health services, or a combination of both. Our educational class is offered six times per year and is taught by our Fire & Life Safety Educators, Firefighters, and burn survivors. This class encourages children to take accountability for their actions and learn about good decision-making and fire safety education.





SAMPLE REFERRAL FORM



COLORADO SPRINGS FIRE DEPARTMENT FIREFACTOR² INCIDENT REFERRAL



REFERRAL DATE:

YOUTH INFORMATION:

First Name: Last Name: DOB:

Gender: M F X School: Grade: Age:

PRIMARY CAREGIVER INFORMATION:

First Name: Last Name: Relation:

Address: City: State: Zip:

Primary Phone: Secondary Phone:

REFERRAL AGENCY/SOURCE INFORMATION:

CSFD CSPD School First & Last Name:

Court Caregiver Mental Health Position: Phone:

Other: Email:

FIRESETTING INCIDENT INFORMATION:

Incident Date: Incident Time: First Item Ignited:

Incident Location:

Accelerants Used: Yes No If yes, explain:

Injuries: Yes No If yes, explain:

FD or PD Response: Yes No If yes, list agency:

Citation or Arrest: Yes No If yes, explain:

Other Youth Involved: Yes No List other youth:

Description of fire incident:

SUBMIT REFERRALS TO: PHONE - 719-385-7376 EMAIL - FireFactor@coloradosprings.gov



THE CRIME OF ARSON

The law in the state of Colorado is very specific as it relates to fireworks, reckless burning, and arson, regardless of where the offense occurs. One thought to consider is that a child can be arrested in Colorado at the age of ten for setting a fire even if he/she did not mean for the fire to damage anything or get out of control. Colorado has four “degrees” of arson, Colorado Revised Statutes (CRS) related to arson, a statute dealing with woods and prairies, and a municipal code for illegal fireworks. **Children ten years of age or older can be arrested for any one of these statutes.**

Arson in the First Degree – CRS 18 - 4 - 102: This crime involves the burning of a building or occupied structure. First-degree arson is proved by showing beyond a reasonable doubt that the offender knowingly set fire to, burned, or caused to be burned any building or occupied structure of another without the owner’s consent. First-degree arson is a class 3 felony.

Arson in the Second Degree – CRS 18 - 4 - 103: This crime involves the burning of any “property” (other than a building or occupied structure) of another. Second-degree arson is proved by showing beyond a reasonable doubt that the offender knowingly set fire to, burned, or caused to be burned any property (not a building or occupied structure) of another without that person’s consent. Second-degree arson is a class 4 felony if the damage is \$100.00 or more or a class 2 misdemeanor if the damage is less than \$100.00.

Arson in the Third Degree – CRS 18 – 4 - 104: This crime involves the burning of property with the intent to defraud. Third-degree arson is proved by showing beyond a reasonable doubt that the offender, by means of fire or explosives, intentionally damaged any property with the intent to defraud. Third-degree arson is a class 4 felony.

Arson in the Fourth Degree – CRS 18 - 4 - 105: This crime involves the reckless starting of a fire or causing an explosion. The penalty depends upon whether the act endangers persons or property. Fourth-degree arson is proved by showing beyond a reasonable doubt that the offender knowingly or recklessly starts or maintains a fire or causes an explosion on his own property or that of another and places another person in danger of death or serious bodily injury or any building or occupied structure of another in danger of damage. Fourth-degree arson is a class 4 felony if a person is endangered, a class 2 misdemeanor if only property worth more than \$100.00 is endangered, or a class 3 misdemeanor if only property worth less than \$100.00 is endangered.

Firing Woods and Prairie – CRS 18 – 13 – 109 AND CRS 18 – 13 – 109.5: On the property of another, the offender knowingly and without lawful authority or with criminal negligence set on fire/caused to be set on fire, any woods/prairie/grounds of other description other than their own. Spreading to property of another, the offender knowingly or with criminal negligence set fire/caused a fire to be set, and permitted that fire to pass from their own grounds to the injury of any other person. Firing Woods and Prairie is a class 2 misdemeanor or Class 3 felony if the fire was intentionally set.

Manufacture, Sale, And Discharge of Fireworks: 9.7.302 (B): The City of Colorado Springs municipal code reads as follows: It is unlawful for any person to possess, store, offer for sale, expose for sale, sell at retail or use or explode any fireworks (Ord. 92-77; Ord. 01-42). Several other jurisdictions within El Paso and Teller Counties have similar municipal codes that refer specifically to the illegal use and possession of fireworks. All types of fireworks with a fuse and or requiring a flame for ignition are **ILLEGAL** in Colorado Springs and are subject to a mandatory court appearance, fines up to \$2500, and or 189 days in jail.



FIRE & INJURY PREVENTION EDUCATION PROGRAMS

CSFD's SafetyFactor programs teach students basic fire and injury prevention skills. The Kindergarten and 2nd-grade programs are highly interactive and allow students to learn and practice these skills. Both programs meet the Colorado Academic Standards and offer:



- Multiple presentation delivery options
- Presenters follow current public health and/or school health guidelines
- Multiple or Back-to-Back Sessions Available to Accommodate Block Schedules

SAFE IN KINDERGARTEN

The SAFE in Kindergarten program teaches students:

- The difference between fire as a tool, not a toy
- What a smoke alarm sounds like
- What to do when the smoke alarm sounds
- Practice "Get Low and Go."

SAFE IN SECOND GRADE

The SAFE in Second Grade program teaches students:

- What to do in an emergency situation
- How to use 9-1-1
- Pedestrian safety
- The importance of knowing your address
- The importance of having a fire escape plan
- The importance of wearing a helmet



FIRE & INJURY PREVENTION EDUCATION PROGRAMS



CSFD's FireFactor programs teach students the basics of fire science, fire risks in our community, and the impact of misusing fire. The 4th and 6th-grade programs allow students to grow their fire and life safety skills. Both programs meet the Colorado Academic Standards and offer:

- Multiple presentation delivery options
- Presenters follow current public health and/or school health guidelines
- Multiple or Back-to-Back Sessions Available to Accommodate Block Schedules



FIREFACTOR 4TH GRADE



The FireFactor 4th grade program is a highly interactive, hands-on, and STEM-based that teaches :

- Basic fire science
- How fire spreads
- Forest health and wildfire risk
- Youth misuse of fire



FIREFACTOR 6TH GRADE

The FireFactor 6th grade program is an interactive class that teaches :

- Basic fire science and fire behavior
- Types of fire in our community
- Virtual fire and today's media
- Youth misuse of fire





SCHOOLINK

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RISK REDUCTION PROGRAM

coloradosprings.gov/schoollink

