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Each principal will develop appropriate procedures to meet local and state fire safety regulations. These procedures should include, but not be limited to delineating evacuation routes, conducting fire drills, and defining after-school procedures.

Fire Inspections are conducted twice during the school year by the Fire Marshal's office accompanied by the Districts' Plant Operation Department.

District administration may confiscate and remove any item from a school that is prohibited that presents a fire danger to the school. Confiscated items will be stored at the Plant Operations Department where owners of said items will have 30 days after the day of the fire inspection to retrieve the items before they are discarded.

The resources of the Nashua Fire Department and the District Plant Operations staff will be utilized in implementing this policy.

Fire Safety is the responsibility of every District staff member. The list of subjects below are related to school fire safety. They are recognized as the most common type of fire code violation pertaining to schools and all staff need to ensure their classrooms/offices or areas are in compliance with fire code.

#### Appliances

The following appliances are prohibited from office and classrooms:

- Candle warmers



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