

Safety Training

"Safety First"

EXITS

- All exit doors shall be maintained in operable condition. Exit doors shall not be locked, chained, bolted, barred, latched, or otherwise rendered unusable.
- No use of deadbolts or barrel bolts.
- Exits must be maintained with no obstructions such as desks, tables, file cabinets, etc.
- All exterior windows used for secondary exit out of classroom must remain free of obstructions.

CLASSROOM DOORS

- 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.
- View window must remain uncovered.
- Cannot use wood block or props to hold doors open.

AISLES / CORRIDORS

- Aisles leading to exits shall be provided from all portions of the building.
- Aisles shall be free of storage and other obstructions (tables, etc.) and maintained to full width.
- All decorations shall be treated with a commercial rated fire retardant product. This product shall be listed by a nationally recognized company prior to application.

DECORATIVE MATERIALS

- DECORATIVE MATERIALS NOT ALLOWED: Mylar sheeting, polystyrene, foam core poster board, PVC sheeting, hay, straw and other flammable materials shall not be used.
- No more than 20% covering of walls in all classroom areas.

FIRE EXTINGUISHERS

- All fire extinguishers and their cabinets shall be clearly visible and unobstructed by furniture and decorations.
- If an extinguisher is accidentally set off or leaking please contact building administrator.
- Fire extinguisher shall be inspected monthly during fire drill.

FIRE ALARM / SPRINKLER SYSTEM COMPONENTS

- Horn/Strobes, Beam Detectors, and Manual Pull Stations shall be clearly visible and unobstructed.
- Nothing shall be hung from fire sprinkler heads or fire sprinkler piping. 18-inch clearance to sprinklers heads and ceiling shall be maintained throughout the building.

Mechanical Rooms or in Electrical Rooms

- **No storage** These rooms are difficult enough to move around in. Just imagine a fireman with all his equipment on in the dark, smoke-filled room trying to get to the source of a fire near an a/c system or electrical panel.

General Electrical Safety

- Must maintain 3' clearance around electrical panels and transformers.
- No two wire extension cords
- Do not put light bulb in items above recommended by manufacture label
- No three to two prong adapters

EXTENSION CORDS

- Extension cords shall be plugged directly into an approved receptacle and shall be used as a temporary power supply only such as for a overhead projector.
- Power strips shall not be connected together (daisy chained).

Electrical

- Microwaves and refrigerators must be plugged directly into wall outlet.
- No use of hot plates, toasters, toaster ovens or microwaves in classroom area.
- No two to three prong adapters can be used.
- Electrical cord cannot be covered with carpeting or materials that will not allow proper ventilation.