

## Fire Safety for School Staff



Corridors and Exits - Keep hallways, exits and rescue windows clear and unobstructed.

- \* Do not hang combustible materials, i.e. paper and decorations, onto or above exits or on rescue windows.
- \* Do not place tables and desks in the hallway - the access to an exit can't be restricted.

Fire Route Maps - Post a floor plan showing the exiting procedures during a fire alarm.

- \* Post in a clear and highly visible location near the exit door.
- \* Highlight the exit route in red. Use plain language text to supplement a map.
- \* A floor plan should be oriented properly to show actual route/direction from the view of the occupant facing the map.

Decorations in Corridors - Attach combustible decorations directly to a noncombustible wall surface or designated bulletin board. Decorations should be flat to the wall and not three-dimensional.

- \* Decorations cannot be affixed to an exit or door frame, or hung from the ceiling.
- \* Decorations should not exceed 20% of the total wall surface in a given hallway.
- \* Twinkle lights should not be used in a hallway.

### Decorations in Classrooms

- \* Decorations must not obscure the visibility of the door or rescue window.
- \* Twinkle lights cannot be strung around an exit, rescue window, or classroom door.

Classroom Storage - Fire code prohibits the open storage of combustible materials, i.e. paper, books, boxes and etc. within 24" from the ceiling (unless in a wall cabinet or built-in shelving units).

Doors - Classroom doors that are fire rated are designed to serve as a fire and smoke barrier.

- \* Fire doors must not be propped open except when transferring material in and out of the room.
- \* Do not use wedges of any kind to hold fire doors open. Doors should be shut when not in use.

Windows - Vision panels within a classroom door must not be covered with paper or other material (except by permission of the Building Administrator for specific student privacy).

Extension Cords and Adapters - Extension cords must be used for **temporary** purposes, not as permanent wiring and be should be **unplugged** at the end of each day.

- \* Cords must be equipped with the proper grounding prong (3<sup>rd</sup> prong).
- \* Cords must not be hung from ceilings, walls, or run through a wall.
- \* Extension cords or multi-strips cannot be daisy-chained.
- \* Three-to-two prong adapters, and cheater plugs, (i.e. 'two-ways', 'three-ways' or 'six-packs') are not allowed.
- \* Fuse protected multi-strips are OK. Plug them directly into an outlet and not into an extension cord.

Electrical Outlets & Switches - Should you observe cracked or burned electrical outlets or switches without a cover or faceplate, please report to maintenance through your building contact.

Appliances - Refrigerators, microwaves, toasters, coffee pots, and other electric appliances must be plugged directly into a wall outlet and never into a multi-strip, extension cord or adapter.

Heat Generating Appliances and Equipment - Appliances and devices that produce heat or sparks, must be kept away from combustible material and used with extreme care.

Drapes & Other Hangings - Drapes, curtains, tapestries & other hanging fabrics must be fire retardant.

Open Flames - Open flames are prohibited, except in supervised science and technology labs.

Fire Lanes - No parking is allowed in designated Fire Lanes. Fire lanes must be kept clear.