

CLASSROOM HEALTH & SAFETY GUIDELINES AND TIPS

FIRE EXTINGUISHERS shall be mounted on the wall, fully charged, and nothing blocking access to it. Do not place or hang materials on or in front of the fire extinguisher or fire alarm pull station. Do not store ANYTHING within 36" of a fire extinguisher, fire alarm, or other life safety equipment.

EXTENSION CORDS may only be used for temporary power to approved curriculum devices such as overhead projectors. Extension cords must be unplugged after use and/or at night. Only UL approved grounded (3-prong) cords may be used. Overhead projectors, TV's, etc., should also be unplugged when not in use if the cord runs across the floor.

POWER BARS or SURGE PORTECTORS must have UL approval, grounded (3-prong) cords. Extension cords or other power bars may not be plugged into a power bar. Turn off if not in use or at night if possible.

TV/AV CARTS AND EQUIPMENT must be in good operating condition and roll with ease. Equipment on the carts such as TV's and other large equipment must be secured to the cart.

DECORATIVE PAPER must be limited to approximately 20% of the wall space in each room. Do not cover electrical switches, outlets, alarms, electrical panels, or other life safety equipment. Do not hang anything from the ceiling, light fixtures, or from wall-to-wall. Do not cover windows or doors with paper or run string or wires from wall to wall for hanging objects.

OVERHEAD STORAGE it is the responsibility of the teacher (or employee in an office setting) to secure all overhead storage on bookcases, cabinets, etc. Overhead storage must be secured or removed to prevent injuries during earthquakes, etc.

STORAGE ROOMS such as electrical rooms, boiler rooms, kiln rooms, and heater rooms are not approved for storage and must have 36" clearance and clear access to the equipment or electrical panel. Do not store flammable materials in these rooms such as gasoline, paint, etc.

ELECTRICAL PANELS in classrooms or storage room must remain closed, locked, and not covered with combustible material such as paper or cloth. Electrical panels must have 36" clearance and clear access to the panel. Do not store ANYTHING within 36" of an electrical panel.

CHEMICAL SAFETY all chemicals must be stored out of the reach from children or in locked cabinets. Teachers and staff are not permitted to bring ANY chemical to work without a copy of the Material Safety Data Sheet (MSDS), and the approval from the Site Administrator and District Safety Coordinator. All containers (including water) must be labeled with chemical name and manufactures name.

ACCESS TO EXITS must be maintained at all times. Do not block front or back doors of classrooms or offices. All students and staff must have free access to both exit doors in case of an emergency. The pathway to exit doors must be as wide or wider than the door itself. Carts, student's desks, cabinets, etc. should not impede the evacuation process in an emergency.

HOUSEKEEPING all areas of the facility shall be maintained in a neat orderly manner, free from any condition that would create a fire, life safety, and/or emergency evacuation hazard.

HEATERS & VENTALATATION shall be maintained by custodial and/or maintenance personnel. Portable space heaters are not permitted in classrooms. Do not block or cover heater access doors or air vents with paper or other combustible materials. Do not store ANYTHING within 36" of a heater or other ventilation unit.

KITCHEN APPLIANCES must be used as described by the manufacture. Cooking appliances must be turned off at night and have a 3' clearance around the unit. Do not store combustible materials such as paper on top or around cooking appliances. Students should be a minimum of 6' away from cooking demonstrations or hot appliances.

➤ **Please correct or report safety hazards to your supervisor, safety committee, or district safety coordinator for corrective action.**