

## FIRE SAFETY TIPS

'Tis the season to be jolly ... and safe! During the holiday season, it's important not to forget the most common fire safety violations so as to avoid them. Just a friendly reminder to refrain from the following in your classrooms and work spaces:

### Misuse of Electrical Extension Cords

Use only approved circuit breaker protected outlet strips. Power strips should not be plugged into each other; they should connect directly to an outlet. Overloaded extension cords can overheat and cause a fire. A circuit breaker protected outlet strip will "trip", or shut off, if it becomes overloaded, decreasing the chance of a fire.

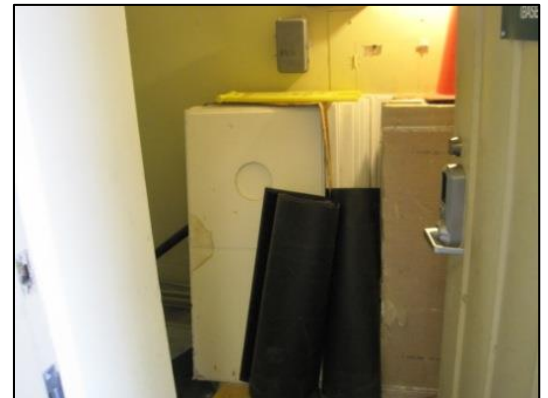


### Excess Storage & Decorations

Storage must be kept 18" below the ceiling in areas with fire sprinklers, and 24" below the ceiling without fire sprinklers. Excess storage contributes to the spread of fire and prevents fire sprinkler heads from containing the fire until the fire department arrives. Use only flame retardant decorations and limit wall displays to 20% of the total wall area. Decorations shall not cover or hide windows, or utility or emergency features, such as, light switches, electrical outlets, breaker panels, or emergency warnings. It is recommended not to hang anything from the ceiling as it may set off motion sensors causing false alarms.

### Blocked Fire Exits

Marked exit doors must be kept unlocked and able to open freely. The exit access must be clear anytime the school is occupied and kept free of obstructions, including corridors leading to emergency exits. Each classroom ought to identify a primary and a secondary exit path, and a diagram depicting the exits needs to be posted in each room.



### Additional Safety Tips

- Practice your school's emergency evacuation plans regularly.
- Know the location of each classroom's closest fire extinguisher.
- Space heater use is prohibited.
- Open flames, including candles, are prohibited.
- Keep liquids away from electrical outlets/cords.
- Never use frayed or broken electrical cords.
- Use only step stools or ladders and wear appropriate footwear.
- Turn off all holiday decorations/lights before leaving the room.

Additional resources and information are available through ASCIP's website and risk services consultants.