
SUGGESTED CLASSROOM SAFETY GUIDELINES

TEXAS SCHOOL RISK MANAGEMENT
ASSOCIATION (TSRMA)

Waxahachie Independent School District

REMINDERS

- No pesticides are allowed.
- No open flames at any time -- No candles! (Fire Code violation).
- No plug-in air fresheners or potpourri.
- All glass in doors must be free of any visual obstruction.
- All exits from the room (including exit windows) must be kept clear for egress.



REMINDERS

- Hallways and classrooms must maintain an 80% paper free environment to maintain the fire resistant integrity of the area.
- If your area does not have a fire sprinkling system, nothing may be within 24" of the ceiling, or if you have a fire sprinkler system, 18".
- Quick flash fire hazards **cannot** be stored or maintained in the school; e.g. wood huts, live cut Christmas trees, hay bales.
- All door exits from room must be free of combustible, non-fireproofed material.



REMINDERS



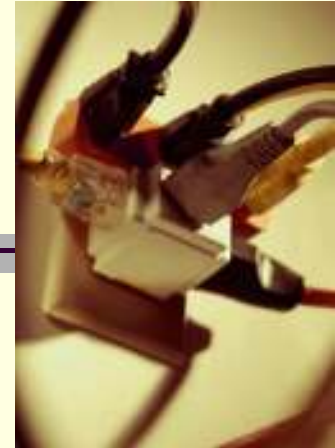
- No silencing of the fire alarm until the hazard has been identified. In the event of a fire, only a fire official is permitted to silence an alarm.
- All aerosol cans must be under lock and key when not in use by teacher. Try to purchase non-aerosol and non-toxic products.
- Learn the location of the nearest fire extinguisher and how to use the extinguisher. The local fire department will provide training.
- Do not hang any items from the ceiling or ceiling tiles.

REMINDERS

- Home appliances (coffee pots, toaster ovens, heaters, refrigerators etc.) are prohibited in the classroom, except with prior Principal approval.
- Use of rubber cement is prohibited. Purchase non-toxic and safe products for classroom use.
- Learn and use safe chemical storage procedures.

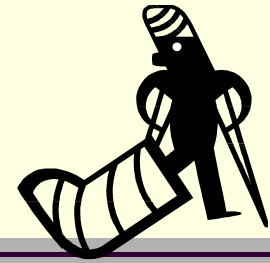


REMINDERS



- All extension cords:
 - Must not be over 7' long
 - Used for temporary use only
 - Have an in-line circuit breaker
 - No household extension cords are allowed.
 - No daisy chain of cords or surge protectors.
- All electrical panel boxes must have a three-foot clearance from any materials.

REMINDERS



- Prevent injuries:
 - Do not stand on chairs or desks. Obtain a step stool or ladder from the custodians.
 - Do not lift heavy objects by yourself. Get assistance from someone to avoid injuries.
 - Desk drawers, cabinet doors and file drawers should not be left open while unattended. Pull only one drawer at a time. Heavier items should be loaded in the lower file drawers to prevent the file cabinet from tipping over.
 - Chairs, wastebaskets, electrical cords, rugs and other articles should not be left where they will become a tripping hazard
 - Do not sit on the edge of a chair. Do not sit in a straight chair tilted back. Do not sit or stand on a student desk. Do not attempt to roll your chair across the room while in the chair.

REMINDERS

- Report all work related accidents to the School Nurse or a Supervisor immediately.
- Ensure you have an evacuation plan posted near the door clearly showing primary and secondary routes of evacuation.
- All electrical equipment shall be turned off when not in use.
- Make certain televisions on portable carts are strapped down securely. Do not allow students to move equipment.
- Keep personal belongings under lock and key.

REMINDERS

- No self-defense sprays are allowed.
- Ensure all doors and windows are locked when you leave your room.
- Review the district's Emergency Procedures Manual.
 - Tornado, hurricane, shelter-in-place procedures, etc.
- Always take your class roster with you if you evacuate your room.



FOR ASSISTANCE...

Please report any unsafe condition(s) to your Campus Principal or Department Supervisor.

For more information, please contact Sylvia Burkhalter at (972) 923-4631.