

Safety Rules and Guidelines

Neat and Tidy – Keep your classrooms and work spaces neat and tidy. This lessens the fire hazard and ensures that walkways are clear and trip free.

Wear Appropriate Shoes for the Activity – Wear shoes that are appropriate for the activity you are participating in. For example, if it is Field Day and you will be outside, wear sturdy athletic shoes. If it is rainy, wear low heeled shoes with a rubber sole that won't slip.

Use of Stools and Ladders in the Classroom – A stool or ladder must be used when working at a level above your ability to reach easily. Only commercial grade footstools and ladders that have a minimum capacity of 225 lbs. are approved for use in Alief ISD facilities. **EMPLOYEES ARE NOT ALLOWED TO CLIMB OR STAND ON CHAIRS, DESKS OR TABLES.**

Use of Portable Heaters – Use of such devices must be approved by the Risk Management Department. Any such device must be of commercial grade and UL listed. Any heater used in Alief ISD facilities must be equipped with a tip-over switch.

Use of Extension Cords/Surge Protectors – Extension cords may not be used as a permanent source of power. Surge protectors are permitted but cannot be “piggy-backed” one to another. All extension cords and surge protectors must be UL listed and in good repair. Household (two-prong, non-grounded) extension cords are prohibited from use.

Trip Hazards – Keep extension cords, electrical cords or other objects out of walkways, aisles, stairways and hallways.

Candles and Warmers – Candles, the burning of incense or other types of flammable or warming devices are not allowed in our facilities. This would also include plug-in scented oil warmers, candle warmers and wax melting devices.

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PAPER FIRE HAZARDS

Decorating for Holidays, Special Events, etc. – All decorations and the placement of decorations must meet the Artwork and Teaching Material Guidelines listed below as well as any other applicable fire codes. (i.e.: Live Christmas trees, wreaths, etc. are prohibited.)

Classroom Artwork and Teaching Material – Excessive paper on our walls can be a fire hazard. Wall displays of child art, and/or teaching aids that are attached to the wall surface cannot cover more than 20% of the usable space of that wall surface. These materials must be at least 2 feet from the ceiling and at least 18 inches below sprinkler head deflectors. Chalk boards and White boards are not flammable and therefore need not be considered in the 20% of the total. Bulletin boards are flammable and must be included in the 20% calculation. [Each wall should be considered as 100% and independent of the other walls in the classroom for this calculation. A wall surface is defined as the area from the floor to the ceiling and corner to corner of usable space. Unusable space is defined as the areas of a wall that are blocked by book-cases, desks, tables or similar items.]

Hanging Teaching Aids/Artwork from the Ceiling – **DO NOT** attach anything to any ceiling light fixture, fire alarm sensor, fire strobe lamp, sprinkler head or overhead pipe runs. These items may be hung from the ceiling, but they must be included in the Artwork and Teaching Material calculations so as not to exceed 20% of the total (see above). The lowest part of the display items cannot hang any closer than 7 feet to the floor.

Three Dimensional Paper Artwork – These types of artwork are not allowed in our facilities as the amount of paper used to create the art (scrunching and twisting paper) creates air channels into the art and increases the fire load. This includes trees, vines and other objects made out of paper.

Placement of Combustible Material on the Classroom Door – Classroom exit doors cannot have paper, teaching aids or decorations attached to either side of the door.

18 Inch Rule Around the Classroom Exit Door to the Hallway/Corridor – There cannot be any combustible/flammable material within 18 inches of adjacent space around the door. This includes the walls on both sides of the door as well as the wall space above the door. The only exceptions to this would be the Fire Exit Route Map and Multi-Hazard Quick Glance which should be placed next to the classroom exit door.

Placement of Artwork and Teaching Materials in Exit Corridors/Hallways – Each wall of a hallway or corridor cannot have more than 20% of that wall space covered with wall displays, child art and teaching aids. These materials must be at least 2 feet from the ceiling and at least 18 inches below sprinkler head deflectors.

Storage Distances from the Ceiling – All storage in the classroom or in storage areas cannot be closer than 24 inches to the ceiling. (If the room has sprinklers, the storage must be no closer than 18 inches below the sprinkler head.)