

## Classroom Safety

*With the new school year beginning, it is very important that classroom safety be at the forefront as you prepare for an exciting school year. Please review the following items when setting up your classroom this fall. Eliminating potential hazards and reviewing emergency procedures ahead of time will ensure a safe and productive learning environment for the entire year.*

### **Avoid Common Fire Violations -**

- ✓ Power taps interconnected –units are required to be directly plugged into an outlet.
- ✓ Power taps using extension cords – temporary basis only (daily); must be unplugged from the outlet at end of day.
- ✓ Use of household extension cords is prohibited – cords with two wire, single insulation and no ground prong are not allowed.
- ✓ Electrical multi-plug adapters in use – multi-outlet adapters are not allowed.
- ✓ Emergency exits blocked –Rescue windows are emergency exits and MUST be kept clear from paper and any objects impeding their use.
- ✓ Blocked, missing fire extinguishers – fire extinguishers must be in place and readily accessible.
- ✓ Doors wedged open – if your door has an automatic door closer on it, it CANNOT be propped open.
- ✓ Emergency evacuation plans not posted - make sure your room has the current emergency evacuation plan posted by the door.
- ✓ Fabrics, curtains, decorations not fire treated –Per NYS Fire Code, these items MUST be fire treated.
- ✓ Combustibles on doors, emergency exits- Emergency exits and classroom doors CANNOT have artwork and/or papers placed on them.
- ✓ More than 20% of corridors covered with artwork, paper – Artwork and displays cannot exceed this coverage area. This is calculated per individual section of corridor.
- ✓ Decorations/artwork hung from lights and ceilings. Items CANNOT be hung from these areas.
- ✓ Storage within two feet of ceiling; 18 inches in buildings with sprinklers – Combustible storage CANNOT be within these limits.

***This list is in accordance with both the  
New York State Uniform Building and Fire Code and  
the New York State Education Department:  
Regulations of the Commissioner (8NYCRR Part 155.7), (8NYCRR Part 155.25)  
Fire Code of New York State (19 NYCRR Part 1225)  
Property Maintenance Code (19 NYCRR Part 1226)***

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## **What to Do in the Event of a Fire**

- ✓ Upon discovery or detection of smoke or fire, or evidence thereof, staff must sound the building fire alarm immediately.
- ✓ Call 911.
- ✓ Every building must be evacuated when the fire alarm has been activated. Those assigned to their building level emergency response teams should conduct their assigned duties.
- ✓ Student, staff and visitor accountability must be conducted once outside.
- ✓ Only trained staff should use a fire extinguisher. Staff should never endanger themselves or others by using an extinguisher.
- ✓ Take all drills and alarms seriously.
- ✓ Learn the evacuation routes for your room / building.
  - Know two ways out.
  - Close doors and windows when exiting if possible.
- ✓ Take the classroom folder with you for attendance.
- ✓ Know in advance where your class is to assemble.

## **Building Safety and Security**

Most Questar facilities and our leased facilities have controlled entry systems in place. The integrity of these systems must not be compromised. Please consider the following:

### **Exterior Doors**

DO NOT-

- ✓ Block open.
- ✓ Leave open.
- ✓ Ignore open doors.

### **Windows**

- ✓ If opened during day, please close and latch before going home.
- ✓ Close during drills and emergencies when possible.

### **Identification**

- ✓ Wear ID badges at all times per Questar III BOCES Board of Education policy.
- ✓ IDs must be conspicuously displayed.
  - Please contact your supervisor if your ID has been lost or damaged.

### **Visitors**

- ✓ Ensure visitors have properly signed in at the building.
  - Do not hold the door open for unknown visitors.
- ✓ Speak with unknown visitors.
  - Politely ask their business if they do not have a Visitor ID displayed.
  - Escort them to the office to sign in if they did not do so initially.
- ✓ Report uncooperative subjects to the building administrator immediately.
  - Do not be confrontational.
  - Do not put yourself in harms way.
  - Call 911 if necessary.

### **Emergency Procedures**

All school facilities have emergency plans in place.

- ✓ Review the building specific procedures provided by Questar and/or the host district.
- ✓ Know of what is expected of you in an emergency.
- ✓ Review the procedures with both staff and students throughout the year.
- ✓ Remember to utilize them when necessary.