

GREENVILLE INDEPENDENT SCHOOL DISTRICT

SCHOOL & CLASSROOM SAFETY RULES

1. No pesticides are allowed.
2. No open flames at any time. (No candles) Fire code violation. No plug-in air fresheners, potpourri, or string lights.
3. All glass in doors must be free of any visual obstruction.
4. All exits from the room (including exit windows) must be kept clear for egress.
5. Hallways and classrooms must maintain an 80% paper free environment to maintain the fire resistant integrity of the area.
6. Nothing will be within 24" of the ceiling if your area does not have a fire sprinkling system or 18" if you have a fire sprinkler system.
7. Quick flash fire hazards cannot be stored or maintained in the school; e.g. wood huts, live cut Christmas trees, artificial trees with lights, hay bales.
8. All door exits from room must be free of combustible, non-fireproofed material.
9. 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.
10. All aerosol cans must be under lock and key when not in use by teacher. Try to purchase non-aerosol and non-toxic products. Follow all warning labels and MSDS recommendations.
11. Learn the location of the nearest fire extinguisher and how to use the extinguisher. The local fire department will provide training.
12. Do not hang any items from the ceiling or ceiling tiles.
13. Home appliances (coffee pots, toaster ovens, heaters, refrigerators etc.) are prohibited in the classroom, except with prior Principal and Risk Manager approval. Space Heaters must meet the following guidelines:
 - All plug-in heaters must be approved by supervisor.
 - Heaters must have the following features:
 - Draw no more than 12.5 amps
 - Backup overheat fuse
 - Tip over protection
 - Auto safety shut off for excessive heat
 - Forced air (have a fan)
 - Enclosed heat source
 - UL tested and approved electrical cord
 - Heaters shall not be plugged into an extension cord or have the cord modified in anyway. All heaters shall be operated utilizing only the cord provided by the manufacturer.
 - Heaters shall be placed in a manner that would not create a trip hazard by having the cord across frequently traveled path.
14. Use of rubber cement is prohibited. Purchase non-toxic and safe products for classroom use.
15. Learn and use safe chemical storage procedures.

16. 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.
17. All electrical panel boxes must have a three-foot clearance from any materials.
18. 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.
19. Report all work related accidents to the School Nurse or a Supervisor immediately.
20. Ensure you have an evacuation plan posted near the door clearly showing primary and secondary routes of evacuation.
21. All electrical equipment shall be turned off and preferably unplugged when not in use.
22. Make certain televisions on portable carts are strapped down securely. Do not allow students to move equipment.
23. Keep personal belongings under lock and key.
24. No self-defense sprays are allowed.
25. Ensure all doors and windows are locked, and all blinds are closed when you leave your room.
26. Review the district Emergency Procedures Manual.
 - Tornado, hurricane, shelter-in-place procedures, etc.
27. Take your class roster with you if you evacuate your room.
28. Human-animal contact should be limited to visitation only. If animal visitation is allowed for educational purposes follow the Center for Disease Control recommendations.
29. Report any unsafe condition(s) to the Principal or your Supervisor.
30. ALL GISD employees shall wear a current picture ID during working hours. All visitors must have a background check at office and wear a visitor ID. All subs and volunteers must wear appropriate ID.