



Security and Safety Department



Safety is every ones responsibility

If you have any questions or would like additional information contact the Onslow County Schools Security/Safety Department



Classroom Safety

Welcome back, we hope you had an enjoyable summer. A new school year presents opportunities for new strategies and implementing new ideas. We look forward to working with you this year to create a safe and healthy learning environment.

The information provided in this pamphlet will guide you in creating a safe and healthy classroom environment

Classrooms

Emergency Egress Path

You must have a clear unobstructed path of egress to all emergency exit doors. This path should be at least 36 inches (3ft.) wide.

Emergency Exits

Some windows in a classroom are designated as emergency exits, including windows on the second floor. These windows are labeled with placards and stickers. The area in front of these windows must be kept clear and unobstructed. If your emergency exit windows have blinds, the blind must be raised above the designated exit portion of the window.



Electrical hazards

Extension cords may be used for temporary use only; they cannot be a substitute for a regular power source. When not in use they must be unplugged. The extension cord must be grounded. Ungrounded extension cords are prohibited from use in an educational environment.

Surge Protectors

Surge protectors are recommended for powering any type of equipment. Surge protectors protect your equipment from power surges or power spikes. Surge protectors must be plugged directly into a wall outlet. They **CANNOT** be plugged into one another this is called "daisy chain" or "piggy backing" and this practice is strictly prohibited.

Ungrounded Plugs

Ungrounded plugs are also prohibited and should not be used in any educational institution. They can easily be identified by the lack of the third ground prong hole. There are many variations of this device that all basically perform the same function which is to allow 3 or 4 plugs to be plugged into a receptacle designed for one. These multi-tap adapters can overload a receptacle possibly resulting in a fire. They also lack the circuit protection that a power strip can provide and therefore we recommend removing them or replacing them with a power strip.

Exit doors

Exit doors cannot have any materials of any kind on or around them.

Exit corridors (hallways)

The amount of combustible material on exit corridors is restricted to 20% of a wall space. A wall space is the distance between one door frame to the next door frame.

Evacuation Plans

Building evacuation plans should be posted next to each emergency exit door. The plans should show a primary and a secondary route of exit.



Ladders

Always use appropriate ladders or step stools when performing work that requires reaching heights above arms length. Do not stand in chairs or on top of desk or any other makeshift devices.

Lifting and carrying

Be careful when lifting boxes of books and other materials.

- Do not lift heavy objects by yourself, asked a co-worker to help you.
 - Lift with your legs not your back
 - Do not twist your body when lifting
 - Do not lift objects over your head
- For heavy or bulky items use a push cart, asked a co-worker to help you



Kiln Room

Kiln room safety:

1. A distance of 18" minimum must be maintained at all times around the kiln.
2. No combustible materials can be stored on the kiln at any time.
3. No flammable liquids, solvents or aerosols may be stored in Kiln rooms.
4. Only non-combustible shelving may be used in the kiln room.

By following these safety guidelines you will have created a safe and healthy learning environment.