



SAFETY BULLETIN

Attention: Risk Management, School Administrators, Teachers,
Custodial, Maintenance Staff

October 2026

Fire Prevention on the School Site

A school fire can cause significant property loss, disrupt learning, and destroy irreplaceable student work, teaching materials, and personal belongings. It can also be a frightening and traumatic experience for students and staff. Review the following to help prevent fires at your school.



Use Electrical Equipment Safely

- Do not overload circuits.
- Plug refrigerators and microwaves directly into an approved wall outlet. Never plug them into extension cords or power strips.
- Remove damaged, frayed, or otherwise defective electrical cords from service.
- Keep paper, decorations, and other combustibles away from electrical outlets, lights, machinery, and other sources of heat.
- Do not chain extension cords together.
- Plug-in air fresheners are not recommended as they can present a fire hazard.

Keep Exits and Fire Protection Equipment Clear

- Keep hallways, pathways, and exit doors clear of desks, storage, boxes, and other items that hinder evacuation.
- Never block or obstruct smoke detectors, fire alarm devices, sprinkler heads, or fire extinguishers with storage or decorations.
- Know your school's evacuation routes, assembly areas, and emergency procedures.
- Know the location of fire extinguishers. Follow district procedures regarding their use and evacuate immediately when required.

Reduce Combustible Materials

- Do not use candles or other open-flame devices on campus unless specifically permitted by district policy and local fire authority.
- Limit non-fire retardant, decorative paper on classroom walls. Check with your local fire authority for allowable limits.
- Maintain good housekeeping and promptly remove unnecessary paper, fabrics, cardboard, and other combustible materials.

Arson Prevention

Schools are vulnerable to vandalism and intentionally set fires during evenings, weekends, holidays, and other times when campuses are unoccupied.

- Avoid posting loose paper and combustible decorations on exterior walls unless they are under protective covering.
- Check all windows and doors to ensure that they close and lock securely. Keep buildings secured when school is not in session.
- Watch for signs of unauthorized activity on school grounds, including cigarette butts, matches, graffiti, discarded bottles, and garbage. Vandalism and fire go hand in hand.
- Maintain adequate exterior lighting where appropriate and promptly report damaged locks, gates, fencing, or lighting.
- Encourage your school families, staff, and neighbors to report suspicious activity on and around school property to the appropriate school contact or local law enforcement.

Store Chemicals Safely

- Review container labels and Safety Data Sheets (SDS) before storing chemicals.
- Do not store incompatible chemicals together. This is especially important in science laboratories, custodial areas, maintenance shops, and other chemical-storage locations.

Be Prepared

- Conduct fire drills in accordance with applicable California requirements and district procedures.
- Ensure all staff know evacuation routes and alternative routes from their work areas.

October is Fire Safety Month. Visit these sites:

- [Celebrate NFPA Fire Prevention Week \(FPW\), October 4-10](#)
- Fire Safety Foundation - [Education Safety](#).
- [SIA – Schools Insurance Authority](#).