

# TEACHERS' GUIDE TO FIRE SAFETY

Based on common classroom fire safety issues

## **1 DISPLAYS FOR CLASSROOMS & HALLWAYS**

Paper materials such as artwork and decorations should be secured flat against the wall or bulletin board. Limit displays to 40 square feet with a break of three feet between displays. Classroom doors cannot be covered with paper.

Materials may be suspended from the ceiling provided they hang at least 24 inches below the ceiling and are at least 18 inches from fire sprinkler heads. Items suspended cannot hang low enough to interfere with exiting. The ceiling cannot be covered with flammable (i.e. paper) materials.

## **2 PETS**

Fire safety issues with pets involve a light or heating device. These items must be UL approved. An example of a use that is unacceptable is the "shop clamp-light" attached to the cage or terrarium.

## **3 RECYCLE MATERIALS**

Limit the quantity of recycle materials to a 24 x 32 inch space or about the size of two milk crates. Keep materials neat and remove them routinely.

## **4 EXIT CORRIDORS**

Use of exit hallways or corridors for storage or instructional purposes (where tables, desks or chairs are placed) is prohibited.

## **5 EXTENSION CORDS**

Long-term use of extension cords should be avoided. A UL approved power strip with a circuit breaker should be plugged directly into an outlet.

## **6 ELECTRICAL APPLIANCES**

Any electrical appliance must be UL approved for the use and application. Any small heat-producing appliance should be unplugged when not in use. Coffee pots, microwaves, and cup warmers are discouraged for classroom use.

## **7 STORAGE**

An accumulation of storage materials provides fuel for fire. Limit the quantity and use storage cabinets.

## **8 SPECIAL CIRCUMSTANCES**

Special events, holiday activities, upholstered furniture may require guidance from your local fire department or state fire marshal deputy.

## **9 USE OF FIRE**

Matches and lighters do not belong in the classroom. Live fire demonstrations are prohibited, except in a designated and properly equipped science room. Use of any special effects involving fire needs permission from a fire marshal.

## **A message from State Fire Marshal Nancy Orr**

Thank you so much for caring about your students' and your school's fire safety. As a parent, grandparent and former teacher, I honor the work that each of you do in your classrooms every day. Our primary intent with this teachers' guide is to provide you with direct communication about reducing fire risk in your classroom and meeting Oregon's fire code. Contact your local fire department, deputy state fire marshal or go to our website at [www.sfm.state.or.us](http://www.sfm.state.or.us) for more assistance.



**STATE LAW:** Report ... every fire, every time, any size and anywhere on school grounds. Even though the fire might be minor, it may still require investigation.



## ***FIRE SAFETY ...***

***Your School  
Your Classroom  
Your Students***



## ***YOUR RESPONSIBILITY***

### **State Fire Marshal**

**Nancy Orr**  
503-373-1540 x 209

### **Deputy State Fire Marshals**

**Randy Simpson, Chief Deputy**  
503-373-1540 x 216

**Stacy Warner**  
**Assistant Chief Deputy**  
Salem Office  
503-373-1540 x 252

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### **Northwest Region**

**David Jones,**  
**Supervisor Northwest Oregon**  
503-373-1540 x 255

George Crosiar, District Deputy  
Benton, Lincoln & Linn Counties  
541-967-2043

Dan Jones, District Deputy  
Washington, Polk & Yamhill  
Counties  
503-435-0366

Ted Megert, District Deputy  
Clackamas, Hood River &  
Multnomah Counties  
503-731-3020 x 250

Paul Nees, District Deputy  
Marion & Polk Counties  
503-373-1540 x 289

Tad Pedersen, District Deputy  
Clatsop, Columbia & Tillamook  
Counties  
503-325-5515 x 24

### **Southwest Region**

**Bob Wright**  
**Supervisor Southwest Oregon**  
541-440-8166

Keith Brown, District Deputy  
Coos & Western Douglas County  
541-888-2677 x 335

Charlie Chase, District Deputy  
Curry & Josephine Counties  
541-776-6114 x 237

Mike Colvin, District Deputy  
Douglas County  
541-440-3389

Kristina Deschaine, District  
Deputy  
Lane County  
541-726-2572

Michelle Stevens, District Deputy  
Jackson County  
541-776-6114 x 272

### **Eastern Region**

**Dave Fields,**  
**Supervisor Eastern Oregon**  
541-388-6113

Sarah Colvin, District Deputy  
Gilliam, Morrow, Sherman, Wasco  
& Wheeler Counties  
541-296-9363 x 24

Greg Davis, District Deputy  
Klamath & Lake Counties  
541-883-5713 x 255

Scott Goff, District Deputy  
Umatilla, Union & Wallowa  
Counties  
541-276-4076

Brian Huff, District Deputy  
Crook, Deschutes, Jefferson &  
Grant Counties  
541-416-2603

Richard Smith, District Deputy  
Baker, Harney & Malheur  
Counties  
541-889-7735