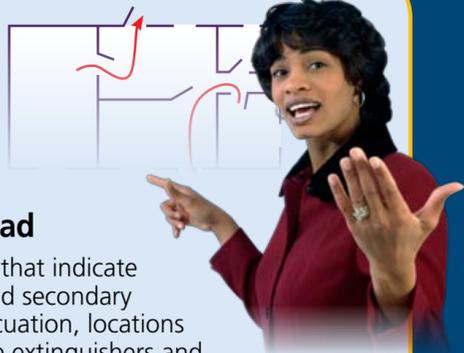


CLASSROOM GUIDE TO FIRE SAFETY



Plan ahead

Develop plans that indicate the primary and secondary routes for evacuation, locations of portable fire extinguishers and manual fire alarm pull stations, and the locations of assembly areas outside the building. If the building has elevators, instructions should state clearly that they are not to be used.

Maintain escape routes

Monitor and maintain escape routes: keep them clear of obstructions; do not block, bar, or chain doors. Exit doors must be unlocked when the building is occupied. Flammable materials should not be stored near or within any part of the building used as an escape route.

Account for all students

Develop guidelines for safe, quick and efficient evacuation. Develop a protocol to account for all students. Alert the fire department if someone is unaccounted for and report where they were last seen.

Consider needs of students with disabilities

Develop special provisions for persons with disabilities.

Communicate with families

Develop a protocol for communicating with families.

This information is provided by the Oregon Fire Marshals Association in partnership with the Oregon Office of State Fire Marshal.



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 three feet between displays.
- Displays cannot cover more than 20% of a hallway wall area.
- Classroom doors cannot be covered with paper.
- Materials suspended from the ceiling must hang at least 24 inches below the ceiling and be at least 18 inches from fire sprinkler heads.
- Items suspended cannot hang low enough to interfere with exiting.
- Ceilings cannot be covered with flammable materials (e.g. paper).

Classroom projects involving animals

- Lights or heating devices must be UL® approved (a 'heat lamp' clamped to a cage or terrarium is not acceptable).

Exit corridors

- Do not use exit hallways or corridors for storage or instructional purposes (no tables, desks, or chairs).

Recycle materials

- Limit the quantity of materials to a 24 x 32 inch space (about the size of two milk crates) per classroom.
- Keep materials neat and remove them routinely.

Extension cords

- Use UL® approved power strips with circuit breakers.
- Plug power strips directly into wall outlets.
- Use extension cords only with portable appliances.
- Do not use extension cords as a substitute for permanent wiring.

Electrical appliances

- Electrical appliances must be UL® approved for use and application.
- Unplug small heat producing appliances when not in use.
- Coffee pots, microwave ovens, and cup warmers are discouraged for classroom use.

Storage

- Use appropriate storage cabinets.
- Keep accumulated materials to a minimum. Materials provide fuel for fire.

Special circumstances

- Special events, holiday activities, and items such as upholstered furniture may require guidance from your local fire department or deputy state fire marshal.
- Keep materials neat and remove them routinely.

Use of fire

- Matches, lighters, & other open flames do not belong in the classroom.
- Live fire demonstrations are prohibited except in properly equipped and designated science rooms.
- Using special effects involving fire requires permission from a fire marshal.

Safety lessons

- Oregon law (ORS 336.071) requires students be taught fire, earthquake, and tsunami dangers and drills (where appropriate) at least 30 minutes each month.
- The Office of State Fire Marshal offers curriculum and teacher training covering fire awareness that fulfills health education requirements.

Local Deputy State Fire Marshal contact:

Local Fire Department contact:

Deputy State Fire Marshal contact information is available on-line at: oregon.gov/OSP/SFM/docs/Fire_Life_Safety/Deputy_Contacts_NoCell.doc

Report Fires



The fire service is an active partner with school personnel in maintaining the safety of students and staff and protecting school property.

Report...every fire

- Oregon statutes require that all fires be reported and investigated. (ORS 476.210, ORS 476.030, OAR 837-040-0010)

Report...every time

- Every time a fire occurs or evidence of firesetting activity is discovered, staff should preserve the fire scene. Call the fire department immediately.

Report...any size

- Every fire starts small.
- Every thirty seconds, a fire doubles in size and within minutes can threaten an entire school.
- The size of the fire does not reflect the motive of the person who started the fire.

Report...anywhere

Report fires set in:

- restrooms and locker rooms
- playground structures
- playing fields and landscaping
- decoration on walls and bulletin boards
- concealed spaces (including storage areas) within the structure
- trash cans and dumpsters
- student lockers and personal property
- parking lots and vehicles

If it becomes necessary to evacuate...

Every school is required to have an evacuation plan in place in the event of an emergency such as fire. Involve the fire department in the plan development—they are able to contribute fire-specific life and property-saving plan details. While each school district and school will have its own evacuation guidelines to follow, there are certain basic considerations common to all well-laid evacuation plans.

