

PLEASE POST

EDINBURG C.I.S.D. SAFETY AND RISK MANAGEMENT DEPARTMENT DECORATING SAFETY TIPS

1. State Fire Marshal prohibits the use of live Christmas Trees in classrooms.
2. **Do not light any type of candle, which creates an open flame in any district building.**
3. Check condition of electrical receptacles before using it. Do not use burned or shorted out electrical receptacles at anytime.
4. **Do not pass electrical extension cords through metal door frames or windows to decorate hallways or school exterior.**
5. **Do not overload electrical receptacles and or extension cords with light strings.**
6. Use only U.L. listed heavy duty 3 pronged extension cords.
7. Use only (in cord) fused light strings for decorating. Should light string short out fuse will burn out helping reduce the possibility of a fire.
8. **Electrical cords that become hot should be disconnected immediately.**
9. Disconnect all electrical cords being used to energize decoration before leaving for the day. (Do not make **custodian** responsible for disconnecting cords).
10. **Do not place electrical cords across isles in classrooms/offices and do not obstruct fire extinguishers and/or fire alarm pull handles.**
11. Read manufactures safety warning on packaging of light strings and electrical cords for safe use.
12. Please help reduce the possibility of an electrocution and/or a school fire. Use only ground fault circuit interrupter type receptacles where lights are going to be in contact with moisture and water.
13. Use a ladder to reach high areas in classrooms or hallways, to be decorated, do not use last two rungs of ladder, do not use a chair, table, filing cabinet or counter top to step on to reach areas to be decorated.
14. If you have any questions contact your Safety Committee Member.