



A Safety Guide ... for the Safety of All!

	Emergency Exit signs should be illuminated and visible in all areas of the building for timely evacuations in the event of an emergency.
	Self-closing (Fire/Smoke/Automatic) doors should NOT be propped open as it can increase the spread of smoke/fire/confusion during an emergency.
	Fire Towers and Emergency Exit routes should NEVER be used for storage or trash collection areas as they are an egress for students and staff during an emergency.
	Portable fire extinguishers and kitchen suppression systems need to be inspected at least annually.
	Electric service panels in public areas should be secured/locked to prevent personal injury or unwanted damage.
	Electric service panels should have an updated directory inside the panel door for each circuit and open circuit slots should be covered with "blanks."
	Electric service panels and machinery/appliances should have 36" of clearance with no combustibles on all sides.
	Flat roofs should be protected from leading edges or unprotected falls (parapet walls, anchors for personal fall arrest systems, safety markings or railings to prevent access within 6 feet of the edge).
	Vegetation / tree growth attached to and close to buildings can cause damage, create moisture and promote mold growth. It may also prevent visual access to areas of the building during an emergency and should be cleared & removed on a regular basis.
	Lock-out / Tag-out should be used any time there is an energy source needing repairs or service work. Your lock is your responsibility!