

**RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
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. **Do not hang decorations on ceiling grit especially near sprinkler heads.**
4. Check condition of electrical receptacles and extension cords before using it. Do not use burned or shorted out electrical receptacles and frayed electrical cords at anytime.
5. **Do not pass electrical extension cords through metal door frames or windows to decorate hallways or school exterior.**
6. **Do not overload electrical receptacles and or extension cords with light strings.**
7. Use only U.L. listed heavy duty 3 pronged extension cords.
8. 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.
9. **Electrical cords that become hot should be disconnected immediately.**
10. Extension cords are for **temporary use only**.
11. Disconnect all electrical cords being used to energize decoration before leaving for the day. (Do not make **custodian** responsible for disconnecting cords.)
12. Do not allow **students** to plug or unplug electrical cords.
13. **Do not place electrical cords across isles in classrooms/offices and do not obstruct fire extinguishers and/or fire alarm pull handles.**
14. Read manufactures safety warning on packaging of light strings and electrical cords for safe use.
15. 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.
16. 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.
17. If you have any questions contact your Safety Committee Member.