

# TRENTON BOARD OF EDUCATION

*“Children come first, Los niños son primero”*

Lucy Feria  
Interim Superintendent



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## MEMORANDUM

To: All Staff  
From: Business Administrator/Board Secretary  
Date: October 21, 2015  
Re: Safety Procedures Memo

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Trenton Public Schools (TPS) is committed to the safety and health of all students, employees, volunteers and visitors within our community. The Buildings and Grounds Department (B&G) provides facilities checklist walk-throughs and school site assessments that emphasize and reinforce ongoing safety education and training throughout all schools, facilities, and departments. With the holiday season approaching, we need to reiterate some common guidelines for you to follow when decorating your schools. We've learned some important lessons over the past few years, and it's important that we all keep a focus on safety and decorum this year.

Please follow these simple safety tips as a means of reference and guidance for decorating your classroom.

- Please do not bring in real or artificial Christmas trees and lighting decorations. These items are combustible and are not flame retardant.
- Holiday decorations, including evergreen wreaths, ornaments, photos, etc. can be used on staff doors, and in hallways, as long as they do not block out the vision panel of the door and are not blocking the entrances or exits.
- Any combustible decorations hung from doors and in hallways should not have any electrical lighting decorations placed on them.
- All outdoor lighting needs to be UL approved. Please contact Buildings & Grounds for further discussion and installation.
- It is prohibited for decorations include displays, hangings, and other decorations to hang from fire sprinkler heads or pipes.
- Candles or other decorations involving fire of any kind are NOT permitted when decorating your school.
- The use of electrical appliances is NOT permitted in classrooms. (NO EXCEPTIONS). This includes microwaves, refrigerators, grills, griddles, hot plates, etc...

### GENERAL NOTE:

**Electrical Safety – Any electrical device, whether or not it needs to be plugged into an electric outlet, can become hazardous to the staff & students through improper use or improper maintenance. Electrical equipment such as electrical cords can become tripping hazards. Halogen lamps or heat lamps can cause burns or fires if not properly installed away from combustibles in the staff & students' environment. The Life Safety Code prohibits the use of portable electrical space heaters in staff & student areas.**

**Your anticipated cooperation with the safety procedures is appreciated.**