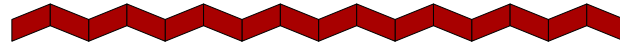




PORTABLE HEATER SAFETY



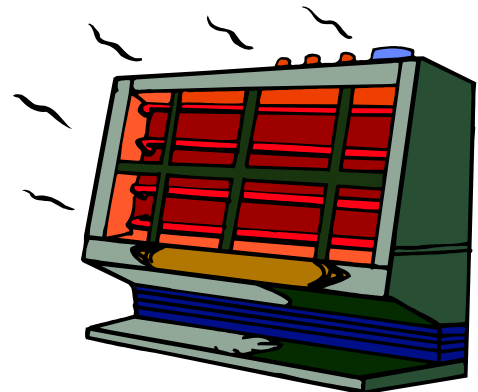
Safety & Security Fact Sheet

School personnel working in offices often supplement the building's heating system with small portable space heaters. While these devices are useful to attain a comfortable temperature, they must be used with extreme caution to prevent injury and fire. The following guidelines must be followed in order to safely and legally use a portable heater:

1. Portable heaters cannot be used in classrooms.
2. Portable heaters must be powered by electricity. No flame type heater can be used such as kerosene or propane.
3. All heaters must be listed by an independent testing agency such as Underwriters Laboratories or Electrical Testing Laboratories, and bear their label as proof of their review.
4. Heaters must be equipped with an automatic device that shuts off the power if the heater should be tipped over.
5. All components of the heater must be intact and in perfect working order. Special attention should be paid to the electrical cord and plug, and any guards designed to prevent accidental burns.
6. Heaters can only be used when the room is occupied. They must be unplugged from the receptacle after work hours.
7. Heaters should be plugged directly into a wall receptacle. If an extension cord is needed, it must be a plug strip equipped with switch and 15 ampere rated circuit breaker.
8. Electrical heaters draw a large amount of electrical power. If a circuit breaker "trips" when using a heater, re-plug other electrical devices to receptacles on different circuits to prevent overloading. Remember: Different receptacles may be on the same circuit.
9. Position heater so that it is not near any combustible material such as paper, cardboard boxes, or coat racks.

Be Sure Your Heater:

- ✓ is UL listed
- ✓ will automatically shut off if tipped over
- ✓ is enclosed in a fire retardant housing



If you need assistance, call the safety section at 571-423-2010.