**2020 Window Safety Week Tool Kit**

## Provided by the Window Safety Task Force of the National Safety Council

This kit contains materials you can use to promote window safety awareness in your own company, as well as with family, friends, community, club or service organizations or the media. Developed by the Window Safety Task Force in partnership with the National Safety Council, you’ll find these helpful tools and tips of use not only during Window Safety Week but also year-round.

**Kit elements**

1. Why Window Safety Week is so important
2. About the Window Safety Task Force
3. What companies can do to help promote window safety
4. Tips to share with employees and customers regarding window safety
5. Article for company newsletter or announcement – window safety
6. Article for company newsletter or announcement – fire safety
7. Email for company employees
8. Sample Letter-to-the-editor
9. Social media information and sample tweets for companies
10. Window Safety Task Force Contacts
11. **Why Window Safety Week is so important**

As a window company, it’s in your business’s best interest to foster and ensure only the most positive customer interactions with your products. Letting your customers know the best ways to use your products to help keep families safe.

Windows are one of the few things we enjoy both inside and outside our homes and businesses. Windows serve an important role in our lives by letting in natural light and fresh air when open, and by keeping out the elements when they’re closed. Some windows ─ larger units called egress or emergency escape and rescue windows ─ can take on an even greater role if we need to escape quickly in the event of a fire or other emergency, or if rescue workers need to enter through them in emergency situations.

**First full week in April recognized as Window Safety Week**

Recognizing the essential role windows play in the lives of consumers today, the Window Safety Task Force in partnership with the National Safety Council proudly observes Window Safety Week each year during the first full week in April. Our goal is to encourage parents and caregivers to take steps to observe window safety throughout the year.

1. **About the Window Safety Task Force**

The Window Safety Task Force in partnership with the National Safety Council was formed in 1997 to promote greater awareness of window safety. Members include representatives of the Fenestration and Glazing Industry Alliance (FGIA), the Window & Door Manufacturers Association (WDMA) and the Screen Manufacturers Association (SMA) in cooperation with the National Association of Home Builders (NAHB) and other organizations, as well as leading manufacturers of windows, doors and screens.

**About Window Safety Week**

This observance is held annually during the first full week in April. Window Safety Week is designed to heighten the awareness of what parents and caregivers should do to help keep their family and visitors safer from the risks of window falls or injuries in the home, and how they can use their windows for emergency escape and rescue purposes. Additional safety education occurs throughout the year.

**Purpose**

The Window Safety Task Force strives to provide educational information and heighten safety awareness to help parents and caregivers take the necessary actions to prevent window falls and to understand the vital role windows and doors play in fire safety.

**Key elements**

The task force emphasizes the life-saving role that doors and windows play in the event of a fire or other emergency. Entry doors serve as primary exits, while windows provide an alternate or secondary means of escape.

The group also reminds people that insect screens are designed to keep insect pests out, rather than hold a child's weight to prevent them from falling out. Therefore, children should not be left unattended around open windows, with or without an insect screen in place. In homes with young children, for greater safety, windows within a child’s reach should remain closed and locked.

In addition, the task force reminds parents and caregivers to avoid placing furniture under windows. Young children can use furniture to climb to and potentially fall from an open window. Responsible adult supervision at all times is an essential element in keeping children safe around open windows and doors.

**Participants**

Working in conjunction with the National Safety Council, trade associations and their representatives from the window, door and screen manufacturing industries voluntarily team up to help educate and inform the public of the importance of taking proactive measures to enhance safety in the home. The team focused on safety issues is a joint effort of the membership of the Fenestration & Glazing Industry Alliance (FGIA), the Window & Door Manufacturers Association (WDMA) and the Screen Manufacturers Association (SMA), in cooperation with the National Association of Home Builders (NAHB), to promote safety awareness.

1. **What companies can do to help promote window safety**

No matter where you live or what you do, whether you manufacture windows or their components, own or rent your home, live in a townhouse, apartment or standalone home in the city or the country, or are visiting in the home of another person, we all play a vital role in promoting window safety. Window safety starts with learning the actions you can take to observe window safety and encouraging others to do so. Responsible adults are the key to window safety. There’s no substitute for adult supervision when it comes to keeping children safe.

**Here’s how to get started…**

Window safety is a topic that relates to people of all ages. What can you do to help? Consider ways you can share this information with your employees, customers, family, friends, club and community members and media representatives. Taking a few minutes now to review and share the information in this kit can help save lives by conveying important safety information.

1. **Tips to share with employees and customers regarding window safety**
* Set and enforce rules about keeping children's play away from windows or patio doors. Falling through an insect screen, open window or glass can be fatal or cause serious injury.
* Keep furniture - or anything children can climb - away from windows. Children may use such objects as an aid to climb to an open window and potentially fall.
* Keep your windows closed and locked when young children are present. When opening windows for ventilation, open windows that a child cannot reach.
* The degree of injury sustained from a window fall can be affected by the surface on which the victim falls. Plant shrubs and soft edging like grass (or place wood chips) beneath windows to potentially lessen the impact if a fall does occur.
* When performing spring repairs, make sure that your windows are not painted or nailed shut. You must be able to open them to escape in an emergency.
* Do not install window air conditioners in windows that may be needed for escape or rescue in an emergency. The air conditioning unit could block or impede escape through the window. Always be sure that you have at least one window in each sleeping and living area that meets local code requirements for escape and rescue.
* Consider installing window fall prevention devices such as window opening control devices (WOCDs) or window guards as a fall prevention measure. Check the manufacturer’s product information to make sure such devices or guards comply with ASTM F2090. ASTM F2090 compliant window opening control devices (WOCDs) and guards can help prevent a child’s fall by limiting how far the window can open but are also equipped with release devices to allow for escape in case of a fire or other emergency.
* Some homes may have window guards, security bars, grilles or grates already covering their windows. Those windows are useless for emergency escape and rescue if the devices on them do not have a functioning release mechanism that complies with ASTM F2090. Time is critical when escaping a fire or other emergency. Take time to update these devices to make sure they comply with industry standards and have appropriate release mechanisms.
* Entry doors serve as the primary exits from a home. Windows provide a secondary (alternate) means of escape from a burning home or for other emergencies. Determine your family's emergency escape plan and practice it. Remember that children may have to rely on a window to escape in an emergency. Help them learn to safely use a window to escape from the home under these circumstances.
1. **Article for company newsletter or announcement – window safety**

**Observe Window Safety Year-Round**

**Eight Tips from the National Safety Council for Window Safety Week, April 5-11**

As spring arrives, the Window Safety Task Force in partnership with the National Safety Council encourages parents and caregivers to recognize the importance of practicing window safety year-round. Window Safety Week is observed April 5-11. However, open windows can be dangerous any time of year for young children who are not properly supervised.

Each year, the Window Safety Task Force takes the first full week in April to educate about the importance of practicing window safety year-round.

Falls from a window can result in serious injury or death and pose an especially dangerous threat for children. Every year, about eight children under age five die from falling out a window, and more than 3,300 are injured seriously enough to go to the hospital.\*

“It only takes seconds for a preventable window fall to occur,” said Becky Turpin,

director of Home & Community Safety for the National Safety Council. “To avoid these needless tragedies, it is very important for parents and caregivers to take steps to prevent home falls.”

To protect children, the Window Safety Task Force offers the following tips:

1. When young children are around, keep windows closed and locked.
2. When opening a window for ventilation, use those located out of a child’s reach.
3. Avoid placing furniture near windows to prevent young children from climbing and gaining access to an open window.
4. Don’t allow children to jump on beds or other furniture to help reduce potential falls.
5. Don’t rely on insect screens to prevent a window fall. Insect screens are designed to keep bugs out, not to keep children in the home.
6. Supervise children to keep child’s play away from windows, balconies or patio doors.
7. Install ASTM F2090 compliant devices designed to limit how far a window will open or window guards (with quick-release mechanisms in case of fire or other emergency) to help prevent a fall.
8. Teach your child how to safely use a window to escape during an emergency, such as a fire.

Visit [www.nsc.org/windowsafetytaskforce](http://www.nsc.org/windowsafetytaskforce), as well as the window safety sections of the [FGIA](http://www.aamanet.org/windowsafety) and [WDMA](http://www.wdma.com/?page=SafetyWeek) websites to learn more. Follow the Window Safety Task Force on [Twitter](https://twitter.com/WindowSafetyTF) and [Facebook](https://www.facebook.com/WindowSafetyTaskForce/) for more tips and updates on this important safety issue.

*\* According to Safe Kids Worldwide’s 2015 Report to the Nation: Protecting Children in Your Home*

<http://www.safekids.org/research-report/report-nation-protecting-children-your-home-february-2015>

**About the Window Safety Task Force**

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1. **Article for company newsletter or announcement – fire safety**

**Plan and Practice Fire Escape Drills**

***Window Safety Task Force Offers Seven Tips***

Though many of us practice fire drills in the workplace, most deaths and injuries from fire each year are the result of home fires. When it comes to a fire emergency, the Window Safety Task Force in partnership with the National Safety Council reminds everyone that doors and windows are the primary and secondary escape routes.

**How prepared are you to escape safely in a fire?**

“In the event of fire or other emergencies, you may have little time to escape safely,” says (insert your name/title). “It is essential to develop and test an escape plan at least twice a year with everyone in your home, including individuals with special needs and pets.”

**Consider these seven safety tips**

1. Create a home fire escape plan that includes two exits from every room in your home, through a door and a window.
2. Practice your fire escape plan during the day and at night, as many home fires occur at night.
3. Keep windows closed and locked when not in use for ventilation. Practice opening and closing windows that may be designated as emergency exits.
4. Attempt to open a window first, rather than break the glass, if you must exit through it in an emergency.
5. Open the window to escape or choose another exit route, if your home features windows with impact-resistant glass, like that used in some hurricane-prone areas.
6. Check with local code officials when remodeling your home to understand emergency escape and rescue (egress) building code requirements. Egress windows are those designated by code as large enough for you to escape through or for rescue workers to enter in emergency situations.
7. Consult your local building code official to determine proper placement of window guards or fall prevention devices, if you equip windows in your home with these. Look for devices that comply with ASTM F2090.

Visit [www.nsc.org/windowsafetytaskforce](http://www.nsc.org/windowsafetytaskforce), as well as the window safety sections of the [FGIA](http://www.aamanet.org/windowsafety) and [WDMA](http://www.wdma.com/?page=SafetyWeek) websites to learn more. Follow the Window Safety Task Force on [Twitter](https://twitter.com/WindowSafetyTF) and [Facebook](https://www.facebook.com/WindowSafetyTaskForce/) for more tips and updates on this important safety issue.

**About the Window Safety Task Force of the National Safety Council**

The Window Safety Task Force was formed in 1997 to promote greater awareness of window safety. The task force is comprised of members representing the Fenestration and Glazing Industry Alliance (FGIA), the Window & Door Manufacturers Association (WDMA) and the Screen Manufacturers Association (SMA) in cooperation with the National Association of Home Builders (NAHB), and other organizations, as well as manufacturers of windows, doors and screens. The National Safety Council saves lives by preventing injuries and deaths at work, in homes, communities and on the roads, through leadership, research, education and advocacy.

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1. **Email for company employees**

(Insert name of your business/association) proudly observes Window Safety Week (April 5-11). As a member of the Window Safety Task Force in partnership with the National Safety Council, we recognize the important role that windows play in the lives of people at home and work.

Consider these seven tips about window safety and share them with your loved ones.

1. Avoid placing furniture like beds, dressers or toy chests under windows in the bedroom of children, as furniture could impede a swift exit in an emergency or entice curious kids to climb and potentially fall through an open window.
2. When young children are in the home, keep their play in the center of the room and away from open windows, doors and balconies.
3. For greater safety, keep windows closed and locked when not in use for ventilation.
4. If young children are present in the home that features double hung windows with two moveable sashes, close the bottom sash and open the upper sash when ventilation is desired.
5. Remember that insect screens are meant to keep insects out, not to prevent falls from windows.
6. Install building code-compliant devices designed to limit how far the window will open or install building code-compliant window guards. Code-compliant opening control devices and guards can help prevent a child’s fall but are also equipped with release devices to escape in case of a fire or other emergency. Check the manufacturer’s product information to make sure they comply with the ASTM F2090 standard for these types of devices.
7. When it comes to window safety, there’s no substitute for the importance of adult supervision of children to help keep them safer.

We encourage you to learn more about window safety year-round by visiting [www.nsc.org/windowsafetytaskforce](http://www.nsc.org/windowsafetytaskforce), as well as the window safety sections of the [FGIA](http://www.aamanet.org/windowsafety) and [WDMA](http://www.wdma.com/?page=SafetyWeek) websites. Follow the Window Safety Task Force on [Twitter](https://twitter.com/WindowSafetyTF) and [Facebook](https://www.facebook.com/WindowSafetyTaskForce/) for more tips and updates on this important safety issue.

(Sign with your signature and provide links to other Window Safety Task Force materials.)

1. **Sample letter-to-the-editor to send to your local media’s editorial board**

Windows are an essential part of virtually every home and every business today. That’s why it’s important to take a few minutes now to consider what you can do to help keep your loved ones safe around windows. For safety’s sake, consider these tips from the Window Safety Task Force in partnership with the National Safety Council and share them with your family and friends:

1. Avoid placing furniture like beds, dressers or toy chests under windows in the bedroom of children, as furniture could impede a swift exit in an emergency or entice curious kids to climb and potentially fall through an open window.
2. When young children are in the home, keep their play in the center of the room and away from open windows, doors and balconies.
3. For greater safety, keep windows closed and locked when not in use for ventilation.
4. If young children are present in the home that features double hung windows with two moveable sashes, close the bottom sash and open the upper sash when ventilation is desired.
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6. Install building code-compliant devices designed to limit how far the window will open or install building code-compliant window guards. Code-compliant opening control devices and guards can help prevent a child’s fall but are also equipped with release devices to escape in case of a fire or other emergency. Check the manufacturer’s product information to make sure they comply with the ASTM F2090 standard for these types of devices.
7. When it comes to window safety, there’s no substitute for the importance of adult supervision of children to help keep them safer.

Observe window safety year-round, and visit [www.nsc.org/windowsafetytaskforce](http://www.nsc.org/windowsafetytaskforce), as well as the window safety sections of the [FGIA](http://www.aamanet.org/windowsafety) and [WDMA](http://www.wdma.com/?page=SafetyWeek) websites for more vital safety information. Educational materials, including a brochure, safety tips and activity book, are also available.

Follow the Window Safety Task Force on [Twitter](https://twitter.com/WindowSafetyTF) and [Facebook](https://www.facebook.com/WindowSafetyTaskForce/) for more tips and updates on this important safety issue.

Sign with your name, title, company, city, state and contact information

**10) Social media information and sample posts for companies**

Information to interact online with like-minded partners of the Window Safety Task Force

**Accounts and Hashtags**

* Twitter handle: <https://twitter.com/WindowSafetyTF>
* Facebook: [https://www.facebook.com/WindowSafetyTaskForce](https://www.facebook.com/WindowSafetyTaskForce/)
* Please use these hashtags
* #WindowSafety
* #WindowSafetyWeek (between April 5-11)

**Sample Facebook Posts**

If you need resources to share with your customers or within your company, we have a great tool kit for you! Take a look! [#WindowSafety](https://www.facebook.com/hashtag/windowsafety?source=feed_text) [#WindowSafetyWeek](https://www.facebook.com/hashtag/windowsafetyweek?source=feed_text)

<https://s3.amazonaws.com/aama-public/mp/Window_Safety_Week_Company_Tool_Kit_2018.docx>

Interested in learning how to spread the word about Window Safety? Read the window safety tool kit for tips and sample social media posts! [#WindowSafety](https://www.facebook.com/hashtag/windowsafety?source=feed_text) [#WindowSafetyWeek](https://www.facebook.com/hashtag/windowsafetyweek?source=feed_text)

<https://s3.amazonaws.com/aama-public/mp/Window_Safety_Week_Company_Tool_Kit_2018.docx>

**Sample Tweets**

1. April 5-11 is #WindowSafetyWeek. Raise awareness today and prevent window falls tomorrow.
2. Follow @WindowSafetyTF to raise awareness and help prevent window falls. #WindowSafety #WindowSafetyWeek
3. The @WindowSafetyTF works to inform homeowners on how to protect their families from window falls. #WindowSafety #WindowSafetyWeek

**More Information**

Contact socialmedia@FGIAonline.org.

1. **Window Safety Task Force Contacts**

For more information,visit [www.nsc.org/windowsafetytaskforce](http://www.nsc.org/windowsafetytaskforce), as well as the window safety sections of the [FGIA](http://www.aamanet.org/windowsafety) and [WDMA](http://www.wdma.com/?page=SafetyWeek) websites to learn more.

Or contact these Window Safety Task Force representatives.

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