

Related Entries: (Not identified at this time)

School Fire Safety

The principal of each school shall be responsible for enforcing the following school fire safety procedures:

- (1) The principal shall develop, in consultation with staff, a fire safety program which includes:
 - (a) Procedures for the elimination of fire hazards within the building.
 - (b) Provisions for the application of fire safety concepts in non-dangerous practice situations.
 - (c) Designation of particular staff members to perform duties relating to fire safety.
 - (d) Assurance that only appropriate and approved materials are used and/or stored in each building.
- (2) Teachers shall be responsible for:
 - (a) Discussing evacuation and fire safety procedures with their students.
 - (b) Participating in fire drills along with their students.
 - (c) Maintaining “good housekeeping” standards (SREF) within their classrooms to minimize potential fire hazards.
 - (d) Ensuring that all potentially hazardous materials are properly stored and handled.
- (3) Building Supervisors, in cooperation with the principals and teachers, shall:
 - (a) Ensure that all storage, mechanical and service rooms are clean and orderly.
 - (b) Ensure that all potentially hazardous materials are properly stored and handled.
 - (c) Ensure that all exit and emergency lights in the school are operable.

- 44 (d) Ensure that doors are neither propped open, obstructed, nor secured by
45 unapproved means.
46
- 47 (e) Ensure that corridors are free of obstructions (e.g., boxes, tables)
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- 49 (f) Participate in fire drills.
50
- 51 (g) Inspect the school as provided in the School Fire Safety Checklist, included
52 as an exhibit to these guidelines, and to report immediately to the principal
53 who shall immediately take steps to have the deficiencies remedied.
54
- 55 (4) The principal shall assign appropriate staff to inspect the following equipment and
56 facility areas on the designated schedule:
57
- 58 (a) Fire Protection Equipment
59
- 60 1. Fire extinguishers *monthly* to determine if they are fully charged, date-
61 tagged and in their appropriate locations.
62
- 63 2. Fire hoses *monthly* to determine if all hoses are in good repair and
64 nozzles and wrenches are located at each hose station.
65
- 66 3. Fire alarm system *monthly* to determine if the alarm is operative and
67 when the alarm was last tested.
68
- 69 4. Emergency lighting *monthly* to determine if it is operative and when it
70 was last maintained.
71
- 72 (b) General Maintenance
73
- 74 1. Corridors *daily* to determine if all are free from obstruction.
75
- 76 2. Fire exits *daily* to determine if all exits are clear, doors do operate
77 freely and panic hardware operates properly.
78
- 79 3. Rooms *daily* to determine if all are free from litter.
80
- 81 (c) Electrical
82
- 83 1. Report unsafe electrical conditions to Maintenance as discovered.
84
- 85 2. Check exit lights *daily* for proper operation.
86
- 87 (d) HVAC Equipment
88
- 89 1. Report unsafe mechanical conditions to Maintenance as discovered.

- 90 2. Combustible materials *daily* to determine if all are removed from these
91 areas.
- 92
- 93 (e) Doors
- 94
- 95 1. Fire doors *monthly* to determine if all close automatically.
- 96
- 97 2. Manual fire doors *daily* to determine if all are kept closed.
- 98
- 99 (f) Laboratories
- 100
- 101 1. Manual gas shut-off valves *daily* to determine if all work properly.
- 102
- 103 2. Fire extinguishers *weekly* to determine if one is available and properly
104 charged.
- 105
- 106 3. Ventilation system *monthly* to determine if operating properly.
- 107
- 108 4. Dangerous chemicals and flammable liquids *daily* to determine if all
109 are properly stored.
- 110
- 111 (g) Industrial Education/Family and Consumer Science
- 112
- 113 1. Welding areas *daily* to determine all are free of combustible or
114 flammable liquids.
- 115
- 116 2. Refuse containers *daily* to determine if properly supplied.
- 117
- 118 3. Equipment *daily* to determine if all are free of excessive accumulations
119 of oil, grease and other debris.
- 120
- 121 4. Paints and solvents *daily* to determine if all are properly stored in an
122 approved flammable storage area.
- 123
- 124 5. Dry chemical extinguisher *weekly* to determine if supplied.
- 125
- 126 6. Ventilation system *monthly* to determine if system is operating
127 properly.
- 128
- 129 (h) Art Room/Printing Shop
- 130
- 131 1. Flammable liquids *daily* to determine if stored properly in an approved
132 flammable storage area.
- 133
- 134 2. Kiln area *daily* to determine if area is free from combustibles.
- 135
- 136 3. Refuse containers *daily* to determine if properly supplied.

- 137 (i) Stage, Backstage and Theatrical Equipment Areas
138
139 1. Flammable liquids *daily* to determine if stored properly in an approved
140 flammable storage area.
141
142 2. Refuse containers *daily* to determine if properly supplied.
143
144 3. Equipment *daily* to determine if all are free of excessive accumulations
145 of oil, grease, dust and other debris.
146
147 4. Paints, adhesives and solvents *daily* to determine if all are properly
148 stored in an approved flammable storage area.
149
150 5. Dry chemical extinguisher *weekly* to determine if supplied.
151
152 6. Dimmers, transformers and electrical supply devices *weekly* to ensure
153 that they are properly connected, unobstructed and free of
154 accumulated dust and debris that would inhibit cooling or present a
155 fire hazard.
156
157 7. Theatrical lighting stations *daily* (such as front of house, proscenium,
158 stage and follow spot locations) to ensure that they are free of
159 obstruction and flammable materials.
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162 **STATUTORY AUTHORITY:** 1001.42, 1001.43, 1013.12, F.S.
163

164 Adopted: 2/27/07

165 Formerly: Policy 4.25