

P2320 SAFETY – FIRE SAFETY

BOARD POLICY:

Principals are charged with the responsibility for the organization and implementation of fire safety programs.

Administrative Implemental Procedures:

1. State law requires the following in all schools:
Conduct a fire drill at least once a month (K.S.A. 31-133). Post in obvious locations the time for evacuating the building for a fire drill each month. (Forms furnished by the State Fire Marshal) At the end of the year, one copy of the form is to be kept with the permanent records for the school year and one copy is to be mailed to Environmental Services.
2. Principals shall cooperate with local fire officials in fire and safety programs and yearly inspection of the building by the Fire Department.
3. Routes used for a fire drill shall be posted in each classroom.
4. Combustible liquids shall be stored in approved containers. Quantities of more than one gallon shall be stored in approved flammable liquid storage cabinets. In each case, approval shall be determined by being labeled or listed by UL or other recognized testing laboratories.
5. Principals shall instruct and direct the custodian in the following duties:
 - a. Check fire alarm daily and record result in logbook except in buildings that have a full time building engineer (where this becomes the duty of the engineer.
 - b. Visually inspect all fire extinguishers monthly and complete the re-inspection record attached to the fire extinguisher.
 - c. Inspect all panic bars monthly. Chains or other means of thwarting operation of panic devices shall not be used without written permission of the Fire Department.
 - d. Check exit lights daily to see that they are on and working. Repair or request repair if the light is not working.
 - e. Store oily rags or combustible materials in approved containers.
 - f. Battery-powered emergency lights are to be checked monthly and maintained in working condition.
6. In assembly areas where Fire Department officials establish occupancy limits, the principal is responsible for ascertaining that those limits are not exceeded during school activities.

Administrative Responsibility: Superintendent or designee

Latest Revision Date: April 2011

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