

P2321 REPORTING FIRES

BOARD POLICY:

All fires, both minor or major, which occur on Unified School District 259 property are to be reported to the appropriate fire department and Security dispatcher.

Administrative Implemental Procedures:

1. The appropriate fire department may be summoned by dialing 911 on the telephone. The Security dispatcher (973-2100) shall be notified.
2. In the case of serious fires, the alarm should be sounded and the fire should be reported prior to any efforts being made to extinguish the fire.
3. Minor fires that are easily extinguished and do not require a general fire alarm or a run by fire department equipment and personnel should be reported immediately after being extinguished. For fires within the city limits form 7.3014S should be used. Alternatively the fire may be reported by calling the Fire Prevention Division at **268-4441** and completing a form for building records. For schools located outside the city limits, the minor fire should be reported to the County Fire Marshal by calling **744-0471**. Fire department personnel will then make a judgment as to whether or not the fire should be investigated.

Administrative Responsibility: Superintendent or designee

Latest Revision Date: April 2011

Previous Revision Date: October 2008 P2321

Updated administratively for alignment purposes: May 2014