

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.
 - (e) Assurance that staff reviews the State Requirements for Education Facilities (SREF) PowerPoint on the Department of Safety and Security Web site.
- (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” (SREF) standards within their classrooms to minimize potential fire hazards.
 - (d) Ensuring that all potentially hazardous materials are properly stored and handled.
 - (e) Assurance that all classroom doors be locked when occupied by students and to student occupied areas.
 - (f) Drop down, classroom door window view panel cover, when room will be unoccupied and during any lockdown, active shooter drill or assailant incident.
- (3) Building Supervisors and/or Head Custodians, in cooperation with the principals and teachers, shall:

- 46 (a) Ensure that all storage, mechanical and service rooms are clean and orderly.
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- 48 (b) Ensure that all potentially hazardous materials are properly stored and
49 handled.
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- 51 (c) Ensure that all exit and emergency lights in the school are operable.
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- 53 (d) Ensure that doors are neither propped open, obstructed, nor secured by
54 unapproved means.
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- 56 (e) Ensure that corridors are free of obstructions (e.g., boxes, tables)
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- 58 (f) Participate in fire drills.
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- 60 (g) Inspect the school as provided in the School Fire Safety Checklist, and to
61 report immediately to the principal who shall immediately take steps to have
62 the deficiencies remedied.
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- 64 (4) The principal shall assign appropriate staff to inspect the following equipment and
65 facility areas on the designated schedule:
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- 67 (a) Fire Protection Equipment
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- 69 1. Fire extinguishers *monthly* to determine if they are fully charged, date-
70 tagged and in their appropriate locations.
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- 72 2. Fire hoses *monthly* to determine if all hoses are in good repair and
73 nozzles and wrenches are located at each hose station.
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- 75 3. Fire alarm system *daily* to determine if the alarm is operative and when
76 the alarm was last tested.
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- 78 4. Emergency lighting *monthly* to determine if it is operative and when it
79 was last maintained.
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- 81 (b) General Maintenance
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- 83 1. Corridors *daily* to determine if all are free from obstruction.
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- 85 2. Fire exits *daily* to determine if all exits are clear, doors do operate freely
86 and panic hardware operates properly.
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- 88 3. Rooms *daily* to determine if all are free from litter.
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- 93 (c) Electrical
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95 1. Report unsafe electrical conditions to Building Supervisor as
96 discovered.
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98 2. Check exit lights *daily* for proper operation.
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- 100 (d) HVAC Equipment
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102 1. Report unsafe mechanical conditions to Maintenance as discovered.
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104 2. No Combustible materials are to be in the HVAC, Electrical or
105 Mechanical rooms.
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- 107 (e) Doors
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109 1. Fire doors *monthly* to determine if all close automatically.
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- 111 (f) Laboratories
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113 1. Automated and manual gas shut-off valves *daily* to determine if all work
114 properly and are shut off.
115
116 a. Time clocks on automatic gas shut-off valves *weekly* to
117 determine if operating properly.
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119 2. Fire extinguishers *weekly* to determine if one is available and properly
120 charged.
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122 3. Ventilation system *monthly* to determine if operating properly.
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124 4. Dangerous chemicals and flammable liquids *daily* to determine if all are
125 properly stored.
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127 5. Emergency showers and Eye Wash tested weekly.
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129 6. Proper chemical and/or acid storage checked daily.
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- 131 (g) Industrial Education/Family and Consumer Science
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133 1. Welding areas *daily* to determine all are free of combustible or
134 flammable liquids.
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136 2. Refuse containers *daily* to determine if properly supplied.
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138 3. Equipment *daily* to determine if all are free of excessive accumulations
139 of oil, grease and other debris.

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4. Paints and solvents *daily* to determine if all are properly stored in an approved flammable storage area.
 5. Dry chemical extinguisher *weekly* to determine if supplied.
 6. Ventilation system *monthly* to determine if system is operating properly.
- 148 (h) Art Room/Printing Shop
- 149 1. Flammable liquids *daily* to determine if stored properly in an approved flammable storage area.
 - 150 2. Kiln area *daily* to determine if area is free from combustibles.
 - 151 3. Refuse containers *daily* to determine if properly supplied.
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- 157 (i) Stage, Backstage and Theatrical Equipment Areas
- 158 1. Flammable liquids *daily* to determine if stored properly in an approved flammable storage area.
 - 159 2. Refuse containers *daily* to determine if properly supplied and proper fan/ventilation operation.
 - 160 3. Equipment *daily* to determine if all are free of excessive accumulations of oil, grease, dust and other debris.
 - 161 4. Paints, adhesives and solvents *daily* to determine if all are properly stored in an approved flammable storage area.
 - 162 5. Dry chemical extinguisher *weekly* to determine if supplied.
 - 163 6. Dimmers, transformers and electrical supply devices *weekly* to ensure that they are properly connected, unobstructed and free of accumulated dust and debris that would inhibit cooling or present a fire hazard.
 - 164 7. Theatrical lighting stations *daily* (such as front of house, proscenium, stage and follow spot locations) to ensure that they are free of obstruction and flammable materials.
 - 165 8. All exit signs, extinguishers and vent pulls *daily* to determine they are not blocked. There is to be no storage on stages.
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184 A Fire, Safety and Inspection Checklist is in Emergency Documents.

185 **STATUTORY AUTHORITY:** 1001.42, 1001.43, 1013.12, F.S.

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189 Revised: 7/15/19
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