



ADMINISTRATIVE PROCEDURE

ATTENTION TO FIRE AND SAFETY INSPECTIONS

2512.1

Procedure No.

July 1, 2008

Date

- I. **PURPOSE:** To require effective and continuing attention of principals to the elimination of fire and safety hazards in the schools.
- II. **BACKGROUND:** The County Fire Department and the County Health Department conduct periodic inspections of school premises pursuant to State laws with the intent to prevent fires and maintain public health. Reports contain two distinct types of items:
 - Housekeeping Items – Matters which are within the capabilities of the Building Supervisor for correction, and for which the principal is responsible for correction.
 - Maintenance Items – Matters which are beyond the control of school administrators, and are assigned to the Maintenance Department for correction.

It is essential that the school principal promptly correct all violations of a housekeeping nature and then take such steps as are necessary to ensure non-recurrence.
- III. **PROCEDURES:** The following procedures should be accomplished by the school principals in responding to fire or health and safety inspection reports.
 - A. All housekeeping items are to be promptly corrected by the school.
 - B. A copy of all fire, safety, and health reports should be sent to the Maintenance Department by each school. Maintenance items are assigned for action by the Maintenance Department upon receipt of their copy. Thus, no further action is required by the school for maintenance items on any reports, i.e. the submitting of work orders by school. The complete cooperation of staff is essential in order to prevent and eliminate hazards. The attachment is a safety survey checklist to assist in complying with good safety and fire practices.
- IV. **RELATED PROCEDURES:** Administrative Procedure 2805.6, Safety Inspection; Administrative Procedure 6114.1, Fire Drill; Administrative Procedure 6114.7 Emergency Operations; and Science Safety Manual 1999.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Division of Supporting Services and will be reviewed annually.



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- VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 2512.1, dated January 5, 1977.
- VII. **EFFECTIVE DATE:** July 1, 2008.

Approved by:
John E. Deasy
Superintendent of Schools

Attachment: Special Checklist for Elimination of Fire and Safety Hazards

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11