

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Business/Non-Instructional Operations

3516.14

Fire Safety Program

Administration

1. The Superintendent is responsible for the overall program. Principals are responsible for their schools.
2. A Fire Safety Coordinator shall be appointed to assist the Superintendent in developing the highest level of fire safety in all the schools. The Coordinator's Position Description shall require that she/he develop the administrative procedures to implement this Board Policy, to administer campaigns, to arrange seminars, and to distribute information.

Means of Egress

1. The existing evacuation plan, layout, illumination, and exit markings for each school shall be reviewed by the Principal, Fire Marshal, and Fire Safety Coordinator. A summary report and diagram shall be prepared, and continually up-dated, for each school. Proposed modifications shall be submitted for review in the conceptual stage. This shall include any changes in conditions caused by workmen during alterations, or by students for special events.

Features of Fire Protection

1. Protection of vertical openings; interior finish; signaling systems; automatic sprinklers; hose standpipes; segregation and protection of hazards; smoke partitions; and fire doors for each school shall be reviewed by the Principal, Fire Marshal and Fire Safety Coordinator. A summary report and diagram shall be prepared, and continually up-dated, for each school.

Proposed modifications shall be submitted for review in the conceptual stage. This shall include any changes in conditions caused by workmen during alterations, or by students for special events.

Drills

1. Drills shall be monthly. (Ref: App. A.2)
2. A third party shall witness or conduct drill, e.g., Fire Officers/Marshal, sharp-shoot operation, critique, and prepare report for/by Fire Marshal.

Fire Safety Program**Inspections**

1. Conduct weekly self-inspection of entire school premises preferably Monday, AM. The inspection shall be assigned to a knowledgeable and conscientious individual. The weekly report shall be submitted to a supervisor with authority to correct deficiencies immediately. Reports shall be filed with the Principal for review by the Fire Marshal and Fire Safety Coordinator.
2. Conduct three inspections per year in September, pre-Christmas and April at each school. These inspections will be by the Fire Marshal and Principal.
 - a. The Fire Marshal's Report should be submitted to the Principal within 48 hours, with a copy for the Fire Safety Coordinator/Superintendent.
 - b. The Fire Marshal shall have immediate access to the School Superintendent, and the Board of Education as necessary, to gain corrective action for serious deficiencies.

Curriculum Development

1. The Administration shall phase in a mandatory course of study for fire safety. Other safety and survival related subjects shall be considered by the Administration for inclusion. (Ref: App. A. 3, 4, 5,6)

Policy Adopted: December 12, 2018

REFERENCES

1. National Fire Code “Life Safety Code”, Vol. 9, Sect. 101, ch. 5, 9, 14 (vo-ed), 15, 17.
2. Administrative Regulations “State Fire Safety Code”.
3. “Fire and You”, by H. Owens.
4. “Learn Not To Burn”, Pilot curriculum project by NFPA.
5. Film “Our Obligation”.
6. Emergency Care for Burns and Smoke...for Laymen by Dr. A. Phillips.