

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

Series: C21A - School Safety - Fire Drills and Regulations

21.01 Policy

Kanawha County Schools employees will comply with all fire safety regulations published by the West Virginia Office of the State Fire Marshal.

All fire safety systems (sprinklers, emergency exit signs, smoke and carbon monoxide detectors, alarm horns, ...etc.) shall be kept in working order at all times. Staff will report any equipment malfunctions to the Maintenance Director immediately upon discovery.

All exits shall be unlocked from the inside while the building is occupied.

Evacuate the building immediately in case of fire and promptly notify the Metro Communications 911 Center.

21.02 Fire Extinguishers

- All fire extinguishers will be maintained in proper working order and records will be maintained by the Maintenance Division.
- Staff will be trained in the proper use of fire extinguishers and other fire safety systems as necessary for the safety of the building.

21.03 Fire Drill Procedure

- Each school will be required to complete a total of 10 fire drills each school year. Two of these drills will be completed in the first 30 days of school, and then one each month for the remainder of the school year. An alternative to the one drill each month is allowed if six drills are completed by the end of November. Drills can then be deferred for the winter months of December, January, and February and pick back up in March.
- Fire Drills will be documented electronically using the drill evaluation report located in the Safety and Security Section of the Kanawha County Schools Employee Portal.
- In addition to the monthly electronic report, Principals will complete the Fire Exit Drill Safety Report provided by the Office of the State Fire Marshal and will post this form in a conspicuous place in the school for everyone to see.
- Teachers in charge of classroom during a drill must take roll during the drill and immediately report to administration any students who are noted as absent for the drill but not absent to school.

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