FIRE AND SAFETY PROGRAM FOR
BEAUFORT COUNTY SCHOOLS

Adopted: August 2, 2022

I. **Overview.** Pursuant to Act 256 of the South Carolina General Assembly (2018), which has been codified in state statutes, this document seeks to achieve state mandated standards pertaining to public school safety in the Beaufort County School District (BCSD). This policy will be in effect pursuant to its adoption by the Beaufort County Board of Education and subsequent approval by the South Carolina Department of Education as well as the South Carolina State Fire Marshal's Office (§ 59-17- 160).

II. **Definitions.** Successful fire and safety programs are a team effort in the BCSD. The following definitions are provided to create common terminology and provide clarity regarding the roles and responsibilities of team members.

A. Fire Department Jurisdiction: the local fire department with the responsibility to respond to fire-related emergencies at a BCSD facility. The BCSD has school facilities in multiple fire department jurisdictions. These Fire Departments and respective Fire Code Officials include:

1. Beaufort/Port Royal Fire Department: Battalion Chief, John Badgett
2. Bluffton Fire District: Fire Inspector, Sandy Stroud
3. Burton Fire Department/Sheldon Fire Department: Captain, Dan Byrne – Fire Marshall
4. Daufuskie Island Fire and Rescue: Fire Marshall, Ronald Newton
5. Hilton Head Island Fire and Rescue: Fire Marshall, Chris Osterman
6. Lady's Island/St. Helena Island Fire Department: Battalion Chief, John Bagett and Battalion Chief, John Norton

B. Fire Code Official: also known as the Authority Having Jurisdiction (AHJ), the individual(s) responsible for performing fire code inspections and code enforcement for a BCSD facility. They are listed above with their respective Fire Department(s).

C. Superintendent: Dr. Frank J. Rodriguez or his designee.

D. Facilities Manager: Mr. Ed Miller, Director of Maintenance, is responsible for managing and coordinating maintenance and repairs of BCSD school facilities. The BCSD contracts with ABM Maintenance, Mr. Miller is an employee of ABM.

E. Fire and Life Safety Manager: Mr. Robert Luebke, Assistant Director of Maintenance, is designated in the BCSD's fire and safety policy/program as being responsible for the execution of the fire and safety program. The BCSD contracts with ABM Maintenance, Mr. Luebke is an employee of ABM.

F. Facility Fire and Safety Coordinator: ABM Maintenance, who is contracted by BCSD, provides employees who are assigned to coordinate fire and safety activities for specific school facilities. The Facility Fire and Safety Coordinators at respective schools and BCSD facilities are responsible for conducting the monthly self- assessments and reporting the results to the Fire and Life Safety Manager.

1. North of the Broad – Mr. Marquis Priester

2. South of the Broad – Mr. Steve Campbell

G. Crowd Manager: The BCSD has identified staff to be trained to implement control measures as required by a crowd management plan, as well as to control and direct occupants to campus exits in a safe manner. In compliance with South Carolina Fire Code (SCFC 403.12.3), Crowd Managers shall be provided at a ratio of one crowd manager for every 250 persons, at BCSD facilities or indoor events, or at outdoor events involving a gathering of more than 1,000 people at the same 1 per 250 ratio. BCSD Crowd Managers shall complete approved training every two years as mandated by (SCFC 403.12.3.2).

III. **Assessments.** The BCSD is responsible for maintaining a safe environment inside all its facilities. Maintaining a safe environment requires consistent attention to prevention and maintenance of building systems. The BCSD Maintenance Director shall conduct monthly assessments for buildings/facilities owned by the BCSD. Documentation will be maintained and made accessible to the Fire Code Official during an inspection. The monthly assessments should address the automatic fire sprinkler systems, fire detection and alarm systems, fire- rated assemblies, emergency lighting, emergency power supply system generators, portable fire extinguishers, emergency responder radio coverage, smoke and heat removal systems, and commercial kitchen requirements. The state Model Fire and Safety

Program Guidelines will be followed when assessing each of these areas. For inspections, the BCSD Maintenance Director will coordinate with the local fire department or Fire Code Official. The BCSD Maintenance Director will identify the entity that will be performing fire inspections for each facility and the frequency at which each facility will be inspected. Copies of the completed State Fire Marshall checklists are attached hereto as: Exhibit 1 for each BCSD facility.

A. Automatic Fire Sprinkler Systems

1. Monthly: The fire sprinkler system gauges, valves, alarm conduits, and fire department connections are visually inspected. The gauges demonstrate an adequate pressure of water (or air for dry pipe systems). The valves shall be in the open position (valves are required to be indicating type). The alarm conduits and boxes are maintained in good condition. Fire Department Connections (FDC) are accessible, marked with an FDC sign, and are provided with caps to prevent debris from entering the system. (SCFC 901.6.1).

2. Annually: The fire sprinkler systems for BCSD facilities are inspected and tested by a SC licensed fire sprinkler contractor. Any required maintenance identified by the contractor is performed. Records of such maintenance, inspection, and testing are maintained on the property and are made available to a fire code official upon request. Annual inspection, testing and maintenance of the fire sprinkler system includes any fire hydrants that are not on the municipal water system (SCFC 901.6.1). The BCSD has identified a licensed SC Fire Sprinkler Contractor as a part of the BCSD plan:

Liberty Fire Protection
7214 Peppermill Pkwy
North Charleston, SC 29418
(843) 552-1301

3. Impairments: If a BCSD building or area of a BCSD building is left unprotected by the fire sprinkler system. This may be due to a planned event, like maintenance or repairing to a fire sprinkler system. The BCSD building shall be evacuated and no longer occupied for any purpose, or an approved fire watch procedure shall be put in place in accordance with the SCFC.

B. Fire Detection and Alarm Systems

1. Daily: The BCSD shall respond to trouble or supervisory signals at the alarm panel by taking the appropriate action to verify or correct any problems. BCSD has a contract with a licensed SC Fire Alarm Company as a part of this plan.

(SCFC 901.6.1).

2. Monthly: BCSD documents as a part of the Monthly Self-Assessment, that no trouble or supervisory signals are present on the fire alarm panel and that the fire alarm system is in normal working condition.

3. Annually: The fire alarm systems are inspected and tested by a SC licensed Fire Alarm Contractor. Any required maintenance identified by the contractor is performed. Records of such maintenance, inspection, and testing are maintained on the BCSD property and made available to the fire code official upon request. (SCFC 901.6.1).

4. Impairments: If a BCSD building or area of a BCSD building is left unprotected by the fire alarm system due to a planned event (like maintenance, testing, or repair of the fire alarm system), or an unplanned event occurs (like a lightning strike) that impairs the fire alarm panel, the BCSD building shall be evacuated and no longer occupied for any purpose, or an approved fire watch procedure shall be put in place. The BCSD has implemented a fire watch procedure for the BCSD fire protection system. (SCFC 907.1).

C. Commercial Kitchen Requirements

1. Kitchen Hood Suppression Systems: Kitchen exhaust hood suppression systems are inspected and tested by a SC Licensed Fire Equipment Dealer at least every 6 months and anytime appliances are added or rearranged beneath the hood. Any required maintenance identified by the contractor are performed. Records of such maintenance, inspection, and testing are maintained on the property and are made available to the fire code official upon request. (SFC 901.6.1).

2. Kitchen Hood Canopy, Ducts, and Exhaust Systems: The kitchen hood canopy filters are cleaned frequently enough to prevent the excessive accumulation of grease on them.

    a. A monthly visual inspection of the hood canopy and filters is included in the monthly self- assessment.

    b. Filters may be washed daily or weekly depending on the volume and type of cooking.

    c. The hood canopy, ducts, and exhaust fan assembly are inspected at least annually and cleaned (from the canopy through the ducts and including the

fan assembly, usually located on the roof) as necessary to prevent the accumulation of grease. The ANSI/IKECA C 10 Standard is followed. Records of the inspections and cleanings are maintained on the property and made available to the fire code official upon request. (SCFC 607.3.3.1, 607.3.3.2).

D. Fire-Rated Assemblies. Fire-rated assemblies are design features of BCSD buildings to prevent and control the spread of fire and smoke through the building, limiting the danger to human occupants and to the property in the case of a fire.

1. The fire-rated assemblies (walls, barriers, and partitions) are inspected annually. BCSD maintains the integrity of the rated assemblies by repairing any fire stopping materials for penetrations and joints in the assemblies. Fire stopping materials and methods must be of an approved type and in accordance with installation instructions. Records of inspection and maintenance of the fire rated assemblies are maintained on the BCSD property and made available to the fire code official upon request. (SCFC 701.6).

2. Annual inspections, tests, and maintenance of fire rated shutters are conducted. The inspection, test, and maintenance are in accordance with the National Fire Protection Association (NFPA) 80 and the manufacturer's instructions. Records of inspection, test, and maintenance of the fire rated shutters are maintained on the BCSD property and made available to the fire code official upon request. (SCFC 701.6, 705.2).

E. Emergency Lighting

1. Monthly: An activation test of all battery powered emergency lighting and exit sign equipment is conducted monthly. Records of monthly tests of the emergency lighting equipment are included as part of the monthly self-assessment and are maintained on the BCSD property and made available to the fire code official upon request. (SCFC 1031.10.1).

2. Annually: A power test of the emergency lighting equipment is conducted by switching the electrical circuit breaker for normal power to the "off" position and observing the lighting equipment operating in the emergency power mode for at least 90 minutes. Records of the tests are maintained on the BCSD property and made available to the fire code official upon request. (SCFC 1031.10.2).

F. Emergency Power Supply System Generators. Emergency power supply system generators are inspected, tested, and maintained in accordance with NFPA 110 and the manufacturer's instructions.

1. Weekly: Generators are visually inspected weekly. The visual inspection shall

include at least fuel and fluid levels and general condition of the equipment.

2. Monthly: Generators are operated under load at least for 30 minutes. Transfer switches shall be operated at least monthly. Records of inspections, tests, and maintenance are maintained on the BCSD property and made available to the fire code official upon request. (SCFC 1203.4).

3. Annually: Generator preventive maintenance is performed annually by a qualified person.

G. Portable Fire Extinguishers. Portable Fire Extinguishers are located throughout BCSD facilities so that travel distance to a portable fire extinguisher is not more than 75 feet. Extinguishers are in cabinets or mounted to the walls with the top of the extinguisher not more than 60 inches above the floor. Extinguishers are maintained in accordance with NFPA 10 and accessible at all times. (SCFC 906.2, 906.3, 906.9.1).

1. Monthly: Portable fire extinguishers are inspected monthly to ensure that they are available, accessible, and ready for use.

2. Annually: All portable fire extinguishers are serviced by a SC Licensed Fire Equipment Dealer at least annually.

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H. Emergency Responder Radio Coverage. The emergency responder radio coverage system is inspected and tested annually or when structural changes occur including additions or remodels that could materially change the original field performance tests. (SCFC 510.6.1).

I. Smoke and Heat Removal Systems. Smoke and heat vents are maintained in an operative condition. Inspection, testing and maintenance shall be in accordance with NFPA 204 except that mechanically operated smoke and heat vents shall be inspected annually and operationally tested not less than every 5 years; gravity dropout smoke and heat vents shall be inspected annually. Fused, damaged or painted fusible links shall be replaced (SCFC 910.5.1).

Mechanical smoke removal systems are maintained in accordance with NFPA 204 and the equipment manufacturer's instructions except that systems shall be inspected and operationally tested annually. Testing includes the operation of all system components, controls, and ancillary equipment, such as makeup air openings. A written schedule for routine maintenance and operational testing is established and testing is conducted in accordance with the schedule (SCFC 910.5.2.).

IV. **Response Plans and Programs.** An approved fire safety and evacuation plan is prepared and maintained for Assembly (auditoriums and gymnasiums) and Education (school buildings) occupancies in accordance with the South Carolina Fire Code (SCFC 403.2, 403.5). The BCSD has implemented plans and conducts drills for evacuating or locking down facilities in emergency situations in compliance with the Emergency Management Plan (EMP). Plans include safety measures for BCSD indoor and outdoor assemblies, events, gatherings (e.g. recess) detailing crowd management and security. Safety drills are conducted throughout the school year in accordance with the EMP and the state Model Fire and Safety Program Guidelines. BCSD staff will fully cooperate and carry out all drills, training students in prompt and orderly evacuation.

BCSD Administrative Regulation OS-33, Safety/Emergency Drills and Assessments is attached hereto as Exhibit 2.

A. Fire Drills

1. All BCSD schools conduct a monthly required fire drill. The first fire drill occurs within ten (10) days of the beginning of classes.

B. Evacuation Drills

1. Required emergency evacuation drills are held monthly or more frequently where necessary to familiarize all occupants with the drill procedure. The first emergency evacuation drill of each school year is conducted within the first ten (10) days of the beginning of classes.

2. Emergency evacuation drills are conducted at different hours of the day or evening, during the changing of classes, when the school is at assembly, during recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires.

C. Lockdown

1. Modified Lockdown: A modified lockdown, also known as lockout, is called when there is a threat or hazard outside of a BCSD school building. The lockout protocol demands bringing in students inside the main building and locking all outside access points. Where possible, classroom activities continue uninterrupted. Classes held outside, such as gym classes, return to the building and, if possible, continue class inside.

2. Lockdown – Lockdown is called when there is a threat or hazard inside the BCSD school building. The lockdown protocol demands locking individual classroom doors or other access points, moving room occupants out of line of sight of the

corridor windows and having room occupants maintain silence.

D. Active Shooter/Intruder Drills

1. All BCSD schools will conduct three (3) active shooter/intruder drills (one every three (3) months).

2. BCSD will utilize a nationally recognized training method that will be conducted in a developmentally appropriate manner for all participants.

3. All drills will be inclusive and necessary accommodations for participants with disabilities.

4. To the extent possible, all BCSD personnel will participate in active shooter/intruder drills.

5. All BCSD personnel will receive active shooter/intruder and security training, at a minimum, twice per year.

E. Severe Weather/Earthquake Drills

1. BCSD schools will conduct, at a minimum, two (2) severe weather/earthquake drills each school year (one each semester).

V. **Construction and Renovation of School Facilities.** BCSD staff will refer to Administrative Regulation OS-24 Buildings, Grounds and Property Management and Maintenance when renovating and constructing buildings and campus access to ensure compliance with state standards and specifications. Maximum occupancy requirements will be followed at all times.

A. In accordance with SC Code of Laws 59-23-210, all construction, improvement, and renovation of BCSD school buildings and property[...] shall comply with the latest applicable standards and specifications set forth in the South Carolina School Facilities Planning and Construction Guide as published by the South Carolina Department of Education.

B. All construction, improvement, and renovation of BCSD buildings and property must have plans and specifications submitted to the South Carolina Department of Education's Office of School Facilities (OSF). Approval of the plans and specifications by OSF must be received before public bidding before the construction can begin. Plans and specifications must be coordinated with county officials such as traffic engineers and zoning administrators.

C. SC Code of Laws 59-23-220 requires all construction, improvement, and renovation of BCSD buildings and property must be inspected by OSF for compliance with the

applicable codes and standards. A certificate of approval must be obtained from OSF before a building may be occupied.

D. Additionally, SC licensed design professionals are required for construction and renovation of BCSD facilities (including systems) in accordance with SC Code of Laws 40-3-290 (2) and 40-22-280(B)(2), and the South Carolina School Facilities Planning and Construction Guide.

E. Finally, interior finishes must meet the requirements of the SCFC for the type of construction and type of space being constructed or renovated.

VI. Fire and Life Safety During Assemblies, Events, and Gatherings.

A. Plans –The South Carolina Fire Code (SCFC 403.12.2) requires that, where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of or prescribe a public safety plan that provides an approved level of public safety and addresses the following items:

1. Emergency vehicle ingress and egress.
2. Fire protection.
3. Emergency egress or escape routes.
4. Emergency medical services.
5. Public assembly areas.
6. The directing of both attendees and vehicles, including the parking of vehicles.
7. Vendor and food concession distribution.
8. The need for the presence of law enforcement.
9. The need for fire and emergency medical services personnel.

To date, the BCSD has not been notified that any indoor or outdoor BCSD gathering has had an adverse impact on safety. A public safety plan is being developed for all assemblies, events, and gatherings of large crowds.

B. Maximum Occupancy Requirements. The maximum occupancy for any assembly area (auditorium, cafeteria, gymnasium, etc.) is determined by the design professional during the design of the building. Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous

place, near the main exit or exit access doorway from the room or space. Posted signs shall be of an approved legible permanent design and shall be maintained by the owner or the owner's authorized agent. (SCFC 1004.9). The posted occupant load shall account for the various arrangements and use of the space.

C. Seating Plans. The BCSD maintains the required fire safety and evacuation plans for assembly occupancies to include a detailed seating plan, occupant load and occupant load limit in accordance with the South Carolina Fire Code (SCFC 403.2.1). Deviations from the approved plans shall be allowed provided the occupant load limit for the occupancy is not exceeded and the aisles and exit accessways remain unobstructed.

D. Announcements in BCSD auditoriums and similar assembly occupancies in Group A used for non-continuous programs, an audible announcement is made not more than 10 minutes prior to the start of each program to notify the occupants of the location of the exits to be used in the event of a fire or other emergency.

E. Crowd Management. The BCSD complies with (SCFC 403.12.3) and requires crowd managers to be provided, where facilities or indoor events involve a gathering of more than 250 people or outdoor events involve a gathering of 1,000 people. The minimum number of BCSD crowd managers required, is be established at a ratio of one crowd manager for every 250 persons. (SCFC 403.12.3.1)

1. Where approved by the fire code official, the number of BCSD crowd managers shall be permitted to be reduced where the BCSD facility is equipped throughout with an approved automatic fire sprinkler system or based upon the nature of the event.

2. BCSD Crowd Managers must receive approved training. (SCFC403.12.3.2)

F. Security. BCSD event security is paramount to the safety of those attending an event or gathering. Security is a part of every public safety plan for events and gatherings. Security may be accomplished through many different means, including physical security measures, engineering measures, and as an extension of crowd management.

1. The BCSD utilizes barriers as a physical security measure to control the movement of a crowd or prevent entry to a venue. Barriers shall not limit, or block exits or egress pathways. A BCSD gymnasium may have limited entry access to only two of the buildings eight doors by having the doors closed and locked to prevent entry from the outside. However, all exit doors shall be openable from the inside, without a key or special knowledge or effort.

2. Crowd control and security measures are part of the design of BCSD buildings. The BCSD complies with applicable codes and standards, including the Americans with Disabilities Act.

VII. Fire and Life Safety Considerations in the Classroom. BCSD staff members shall be informed of restrictions regarding decorations and interior finishes, electrical safety, laboratories, and storage.

A. Decoration and Interior Finishes.

1. Artwork and teaching materials shall be limited on walls of classrooms to not more than 50 percent of the specific wall area to which they are attached. (SCFC 807.5.2.3)

2. Curtains, draperies, fabric hangings and other similar combustible decorative materials suspended from walls or ceilings shall meet the flame propagation criteria of NFPA 701 or 289 and shall not exceed 10 percent of the specific wall or ceiling area to which they are attached. (SCFC 807.3, 807.2)

3. Fire-retardant coatings in existing buildings shall be maintained to retain the effectiveness of the treatment under service conditions encountered in actual use. (SCFC 807.1)

4. Furnishings or decorative materials of an explosive or highly flammable character shall not be used. (SCFC 807.1). Residential upholstered furniture, bailed vegetation, and excessive amounts of paper, Styrofoams, and similar materials shall not be used.

B. Electrical Safety.

1. Multi-plug extension cords, cube adaptors, and unfused power strips not complying with NFPA 70 shall not be used in BCSD. Relocatable power taps shall be listed in accordance with UL 1363, plugged directly into an outlet, and shall not be subjected to physical damage. (SCFC 604.4).

2. Extension cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances. (SCFC 604.5).

3. Extension cords shall be plugged directly into a receptacle, shall be grounded, maintained in a safe condition, and be sized accordingly to the appliance that they serve. (SCFC 604.5).

4. Access to electrical panels and switches shall be provided. (SCFC 604.3).

5. Identified electrical hazards such as open wiring slices or missing outlet, switch, or junction box covers shall be replaced or repaired. (SCFC 604.1).

C. Laboratories.

1. BCSD shall mark or label individual containers of hazardous materials, cartons, or packages in accordance with applicable federal regulations. (SCFC 407.3)

2. Material Safety Data Sheets (MSDS) for all hazardous materials shall be either readily available on BCSD premises as a paper copy, or where approved, shall be permitted to be readily retrievable by electronic access. (SCFC 407.2)

3. BCSD Teachers and Staff must be familiar with the hazards associated with the materials and processes that are encountered in laboratory environments.

D. Classroom Doors. BCSD classrooms and egress doors shall comply with the requirements of Chapter 10, of the 2018 SCFC, as applicable. All egress doors are to be readily openable from the egress side with a single operation, and without the use of a key, special knowledge, or effort.

1. Security devices affecting means of egress shall be subject to approval of the fire code official. Security devices and locking arrangements in the means of egress that restrict, control, or delay egress shall be installed and maintained as required by (SCFC 1031.2.1).

2. Egress doors shall be readily openable from the egress side without the use of a key or special knowledge or effort. (SCFC 1010.1.9).

3. BCSD shall not utilize manually operated flush bolts or surface bolts which are not permitted. (SCFC 1010.1.9.4).

4. The unlatching of any door or leaf shall not require more than one operation. (SCFC 1010.1.9.5).

5. Opening protectives shall be maintained in an operative condition in accordance with NFPA 80. Fire doors and smoke barrier doors shall not be blocked or obstructed, or otherwise made inoperable. (SCFC 705.2) BCSD classroom doors are provided with single action locks and the doors are closed and locked at all times during school operation. Doors may prevent entering anytime; however, they cannot restrict exiting.

E. Storage. Storage areas shall be maintained to be neat and orderly. (SCFC 315.3) Storage must be maintained to be 2 feet below the ceiling or 18 inches below the plane of the sprinkler heads when the building is sprinklered. (SCFC 315.3.1) Storage within 30 inches of walls are NOT limited by these height requirements.

VIII. Fire and Life Safety Considerations in Hallways and Egress Pathways. BCSD staff members will be informed of restrictions regarding decorations and interior finishes in hallways and pathways.

A. Decorations and Interior Finishes.

1. Artwork and teaching materials shall be limited on the walls of corridors to not more than 20 percent of the wall area. (SCFC 807.5.2.2)

2. Curtains, draperies, fabric hangings and other similar combustible decorative materials suspended from walls or ceilings shall meet the flame propagation criteria of NFPA 701 or 289 and shall not exceed 10 percent of the specific wall or ceiling area to which they are attached. (SCFC 807.3, 807.2)

3. Fire-retardant coatings in existing buildings shall be maintained so as to retain the effectiveness of the treatment under service conditions encountered in actual use. (SCFC 807.1)

4. Furnishings or decorative materials of an explosive or highly flammable character shall not be used. (SCFC 807.1) Residential upholstered furniture, bailed vegetation, and excessive amounts of paper, Styrofoams, and similar materials shall not be used.

B. Maintaining Clear Egress Pathways

1. BCSD requires exit accesses, exits and exit discharges shall be continuously maintained free from obstructions or impediments to full instant use in the case of fire or other emergency where the building area served by the means of egress is occupied. An exit or exit passageway shall not be used for any purpose that interferes with a means of egress. (SCFC 1031.2)

2. Means of egress doors shall be maintained in such a manner as to be distinguishable from the adjacent construction and finishes such that the doors are easily recognizable as doors. Furnishings, decorations or other objects shall not be placed so as to obstruct exits, access thereto, egress therefrom, or visibility thereof. Hangings and draperies shall not be placed over exit doors or otherwise be located to conceal or obstruct an exit. Mirrors shall not be placed on exit doors. Mirrors shall not be placed in or adjacent to any exit in such a manner as to confuse the direction of exit. (SCFC 1031.6)

IX. Points of Entry/Exit.

A. Restricted Access and Building Security Recommendations and Best Practices. Restricting the following entry access provides a multi-layer barrier to protecting BCSD schools and facilities against intruders:

1. Campus access. The use of physical barriers to restrict campus entry access is an obvious solution. Careful planning, with local first responder agencies, shall be part of the process for determining to use physical barriers to restrict campus access. Access for emergency vehicles must be maintained, as required by

applicable codes and standards, and to get help to the BCSD facility as quickly as possible. (SCFC 503.1, 503.4, 503.5)

2. Building access. Egress or exit from a building cannot be prevented, restricted, or blocked. Limiting entry access to a main entrance, especially if the entrance is monitored or access-controlled is a standard best practice. Magnetic locks and a camera system can be utilized at the front office.

3. Room access. The easiest way to accomplish restricted entry access to a classroom, is to simply lock the door and allow the teacher to become the "gatekeeper" to the classroom.

B. Maintain Means of Egress in compliance with SCFC 1031.2. The BCSD requires exit accesses, exits, and exit discharges to be continuously maintained free from obstructions or impediments to full instant use in the case of fire or other emergency where the building area served by the means of egress is occupied. An exit or exit passageway shall not be used for any purpose that interferes with a means of egress.

1. Exit signs shall be installed and maintained. Decorations, furnishings, equipment or adjacent signage that impairs the visibility of exit signs, creates confusion or prevents identification of the exit shall not be allowed. (SCFC 1031.4)

2. Means of egress doors shall be maintained in such a manner as to be distinguishable from the adjacent construction and finishes such that the doors are easily recognizable as doors. Furnishings, decorations or other objects shall not be placed so as to obstruct exits, access to exits, egress from exits, or visibility of exits. Hangings and draperies shall not be placed over exit doors or otherwise be located to conceal or obstruct an exit. Mirrors shall not be placed on exit doors. Mirrors shall not be placed in or adjacent to any exit in such a manner as to confuse the direction of the exit. (SCFC 1031.6)

X. Campus Access. Emergency access roads shall be provided for every BCSD facility, building or portion of a building hereafter constructed. The emergency access road shall comply with the requirements of the SCFC 503.1 and extend to within 150 feet of all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility. Roads must be at least 20 feet wide and constructed of an all-weather accessible surface. The BCSD shall maintain the access roads to be free and clear of obstructions including parked cars. If the emergency access roads are used for vehicle stacking during times of drop off and dismissal, the curbs should be rolled or smooth to allow cars to pull off of the roads to make way for approaching emergency vehicles. The BCSD is responsible for installing and maintaining signs and road and curb markings as required by the local fire department and as necessary to prevent obstructions from occurring in emergency access roads. (SCFC 503)

Exhibit 1

Name of Facility:	***Adult Education***	Phone #
Physical Address:	***1300 King St. Beaufort SC, 29902***	
Principal/Administrator:	*Juanita Murrell*	*(843) 441-6893*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Marquis Priester - Area Manager*	*(843)929-4104*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Battalion Chief - John Badgett*	*(843) 540-9388*
Frequency of Inspection	*Annual*	*Mark here if no local fire code official*
Primary Responding Fire Department:	*Beaufort - Port Royal Fire Dept*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort Police Dept*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*N/A*	
Fire Alarm Contractor:	*Southeastern Systems*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Battery Creek High School***	Phone #
Physical Address:	***1 Blue Dolphin Dr. Beaufort SC, 29906***	
Principal/Administrator:	*Denise Lessard*	*(603) 520-4569*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Marquis Priester - Area Manager*	*(843)929-4104*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Capt. Dan Byrne- Fire Marshal*	*(843) 986-4852*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Burton Fire Dept*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort County Sheriff*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*

Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Beaufort Elementary***	**Phone #**
Physical Address:	***1800 Prince St. Beaufort SC, 29902***	
Principal/Administrator:	*Michelle Sackman*	*(843) 441-8831*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Marquis Priester - Area Manager*	*(843)929-4104*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Batt. Chief - John Badgett*	*(843) 540-9388*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Beaufort - Port Royal Fire Dept*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort Police Dept*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Fire Alarm Contractor:	*Southeastern Systems*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*

Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Beaufort High***	**Phone #**
Physical Address:	***84 Sea Island Pkwy. Beaufort SC, 29907***	
Principal/Administrator:	*Carla Shelton*	*(843) 694-7126*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Marquis Priester - Area Manager*	*(843)929-4104*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Battalion Chief - John Badgett*	*(843) 540-9388*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Lady's Island / St. Helena Fire Dept*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort Police Dept*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*

Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Bluffton Early Learning Ctr.***	**Phone #**
Physical Address:	***160 H.E. McCracken Cir. Bluffton SC, 29910***	
Principal/Administrator:	*Paula Brown*	*(843) 441-9312*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Steve Campbell - Area Manager*	*(843)321-2310*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Sandy Stroud - Fire Inspector*	*(843) 384-7263*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Bluffton Fire District*	*911*
Primary Responding Law Enforcement Agency:	*Bluffton Police Dept*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*

Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Bluffton Elementary***	**Phone #**
Physical Address:	***150 H.E. McCracken Cir. Bluffton SC, 29910***	
Principal/Administrator:	*Paula Brown*	*(843) 441-9312*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Steve Campbell - Area Manager*	*(843)321-2310*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Sandy Stroud - Fire Inspector*	*(843) 384-7263*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Bluffton Fire District*	*911*
Primary Responding Law Enforcement Agency:	*Bluffton Police Dept*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*N/A*	
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*

Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Bluffton High***	**Phone #**
Physical Address:	***12 H.E. McCracken Cir. Bluffton SC, 29910***	
Principal/Administrator:	*Denise Donica*	*(843) 694-3534*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Steve Campbell - Area Manager*	*(843)321-2310*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Sandy Stroud - Fire Inspector*	*(843) 384-7263*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Bluffton Fire District*	*911*
Primary Responding Law Enforcement Agency:	*Bluffton Police Dept*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*

Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Bluffton Middle***	**Phone #**
Physical Address:	***30 New Mustand Dr. Bluffton SC, 29910***	
Principal/Administrator:	*Matthew Hall*	*(843) 592-0034*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Steve Campbell - Area Manager*	*(843)321-2310*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Sandy Stroud - Fire Inspector*	*(843) 384-7263*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Bluffton Fire District*	*911*
Primary Responding Law Enforcement Agency:	*Bluffton Police Dept*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*

Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Beaufort Middle***	**Phone #**
Physical Address:	***2501 Mossy Oaks Rd. Beaufort SC,29902***	
Principal/Administrator:	*Elandee Thompson*	*(843) 929-9550*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Marquis Priester - Area Manager*	*(843)929-4104*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Battalion Chief - John Badgett*	*(843) 540-9388*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Beaufort - Port Royal Fire Dept*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort Police Dept*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*N/A*	
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*

Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Broad River Elementary***	**Phone #**
Physical Address:	***474 Broad River Blvd. Beaufort SC, 29906***	
Principal/Administrator:	*Constance Goodwine-Lewis*	*(843) 812-8421*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Marquis Priester - Area Manager*	*(843)929-4104*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Capt. Dan Byrne- Fire Marshal*	*(843) 986-4852*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Burton Fire Dept*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort County Sheriff*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*

Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Coosa Elementary***	**Phone #**
Physical Address:	***45 Middle Rd. Beaufort SC, 29907***	
Principal/Administrator:	*Melissa Pender*	*(843) 441-6727*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Marquis Priester - Area Manager*	*(843) 929-4104*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Battalion Chief - John Norton*	*(843) 812-3869*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Lady's Island / St. Helena Fire Dept*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort County Sheriff*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*N/A*	
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*

Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***James J. Davis Early Learning Ctr.***	**Phone #**
Physical Address:	***364 Keans Neck Rd.Seabrook SC, 29940***	
Principal/Administrator:	*Marva Neal*	*(843) 441-6809*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Marquis Priester - Area Manager*	*(843)929-4104*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Capt. Dan Byrne- Fire Marshal*	*(843) 986-4852*
Frequency of Inspection	*Annual*	___*Mark here if no local fire code official*
Primary Responding Fire Department:	*Burton Fire Dept / Sheldon Fire Dept*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort County Sheriff*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*N/A*	
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*

Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***District Support Center***	**Phone #**
Physical Address:	***2900 Mink Point Blvd. Beaufort SC, 29902***	
Principal/Administrator:	*Robert Oetting*	*(843) 812-0205*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Marquis Priester - Area Manager*	*(843)929-4104*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Capt. Dan Byrne- Fire Marshal*	*(843) 986-4852*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Burton Fire Dept*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort County Sheriff*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*

Automatic Fire Sprinkler System Contractor:	*N/A*	
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Daufuskie Island Elementary***	**Phone #**
Physical Address:	***22 Old Haig Point Rd. Daufuskie Isl. SC, 29915***	
Principal/Administrator:	*Amanda Lofton*	*(843) 540-8338*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Steve Campbell - Area Manager*	*(843) 321-2310*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Fire Marshal - Ronald Newton*	*(843) 321-0942*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Daufuskie Island Fire & Rescue*	*911*

Primary Responding Law Enforcement Agency:	*Beaufort County Sheriff*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*N/A*	
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***H.E. McCracken Middle***	**Phone #**
Physical Address:	***250 H.E. McCracken Cir. Bluffton SC, 29910***	
Principal/Administrator:	*Ryan Milling*	*(843) 707-0904*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Steve Campbell - Area Manager*	*(843)321-2310*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Sandy Stroud - Fire Inspector*	*(843) 384-7263*

Frequency of Inspection	*Annual*	____*Mark here if no local fire code official*
Primary Responding Fire Department:	*Bluffton Fire District*	*911*
Primary Responding Law Enforcement Agency:	*Bluffton Police Dept*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*N/A*	
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Hilton Head Early Learning Ctr.***	**Phone #**
Physical Address:	***165 Pembroke Dr. Hilton Head Isl. SC, 29926***	
Principal/Administrator:	*Kim Bratt*	*(843) 473-5689*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Steve Campbell - Area Manager*	*(843)321-2310*

Fire Code Official (Responsible for Routine Fire Code Inspection):	*Chris Osterman - Fire Marshal*	*(843) 505-2259*
Frequency of Inspection	*Annual*	____*Mark here if no local fire code official*
Primary Responding Fire Department:	*Hilton Head Fire & Rescue*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort County Sheriff*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Hilton Head Island High***	**Phone #**
Physical Address:	***70 Wilborn Rd. Hilton Head Isl. SC, 29926***	
Principal/Administrator:	*Steven Schidrich*	*(843) 689-4804*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*

Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Steve Campbell - Area Manager*	*(843)321-2310*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Chris Osterman - Fire Marshal*	*(843) 505-2259*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Hilton Head Fire & Rescue*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort County Sheriff*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Hilton Head Elementary***	**Phone #**
Physical Address:	***30 School Rd. Hilton Head Isl. SC, 29926***	
Principal/Administrator:	*Michelle Brockway*	*(843) 441-7571*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*

Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Steve Campbell - Area Manager*	*(843)321-2310*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Chris Osterman - Fire Marshal*	*(843) 505-2259*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Hilton Head Fire & Rescue*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort County Sheriff*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Hilton Head Island Middle***	**Phone #**
Physical Address:	***55 Wilborn Rd. Hilton Head Isl. SC, 29926***	
Principal/Administrator:	*Clint Austin*	*(843) 689-4595*

Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Steve Campbell - Area Manager*	*(843)321-2310*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Chris Osterman - Fire Marshal*	*(843) 505-2259*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Hilton Head Fire & Rescue*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort County Sheriff*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Hilton Head Island School for Creative Arts***	**Phone #**

Physical Address:	***10 Bus Dr. Hilton Head Isl. SC, 29926***	
Principal/Administrator:	*Pamela Lucas*	*(843) 342-4376*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Steve Campbell - Area Manager*	*(843)321-2310*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Chris Osterman - Fire Marshal*	*(843) 505-2259*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Hilton Head Fire & Rescue*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort County Sheriff*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Joseph Shanklin Elementary***	Phone #
Physical Address:	***121 Morrall Dr. Beaufort SC, 29906***	
Principal/Administrator:	*Elizabeth Rivera*	*(843) 441-8754*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Marquis Priester - Area Manager*	*(843)929-4104*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Capt. Dan Byrne- Fire Marshal*	*(843) 986-4852*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Burton Fire Dept*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort County Sheriff*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*N/A*	
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*

Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Lady's Island Elementary***	**Phone #**
Physical Address:	***73 Chowan Creek Bluff Beaufort SC, 29907***	
Principal/Administrator:	*Davina Coleman*	*(843) 441-6234*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Marquis Priester - Area Manager*	*(843) 929-4104*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Battalion Chief - John Norton*	*(843) 812-3869*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Lady's Island / St. Helena Fire Dept*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort County Sheriff*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*

Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Lady's Island Middle***	**Phone #**
Physical Address:	***30 Cougar Dr. Lady's Island SC, 29907***	
Principal/Administrator:	*Chavon Brown*	*(843) 473-9711*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Marquis Priester - Area Manager*	*(843)929-4104*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Battalion Chief - John Badgett*	*(843) 540-9388*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Lady's Island / St. Helena Fire Dept*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort Police Dept*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*N/A*	
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*

Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***M.C. Riley Early Learning Ctr***	**Phone #**
Physical Address:	***200 Burnt Church Rd. Bluffton SC, 29910***	
Principal/Administrator:	*Melissa Holland*	*(843) 441-5288*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Steve Campbell - Area Manager*	*(843)321-2310*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Sandy Stroud - Fire Inspector*	*(843) 384-7263*
Frequency of Inspection	*Annual*	____*Mark here if no local fire code official*
Primary Responding Fire Department:	*Bluffton Fire District*	*911*
Primary Responding Law Enforcement Agency:	*Bluffton Police Dept*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*

Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***M.C. Riley Elementary***	**Phone #**
Physical Address:	***172 Burnt Church Rd. Bluffton SC, 29910***	
Principal/Administrator:	*Melissa Holland*	*(843) 441-5288*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Steve Campbell - Area Manager*	*(843)321-2310*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Sandy Stroud - Fire Inspector*	*(843) 384-7263*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Bluffton Fire District*	*911*
Primary Responding Law Enforcement Agency:	*Bluffton Police Dept*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*N/A*	
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*

Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Mossy Oaks Elementary***	**Phone #**
Physical Address:	***2501 Mossy Oaks Rd. Beaufort SC, 29902***	
Principal/Administrator:	*Melissa Vogt*	*(843) 694-4519*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Marquis Priester - Area Manager*	*(843)929-4104*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Battalion Chief - John Badgett*	*(843) 540-9388*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Beaufort / Port Royal Fire Dept*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort Police Dept*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*

Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***May River High***	**Phone #**
Physical Address:	***601 New Riverside Rd. Bluffton SC, 29910***	
Principal/Administrator:	*Todd Bornscheuer*	*(843) 473-9904*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Steve Campbell - Area Manager*	*(843)321-2310*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Sandy Stroud - Fire Inspector*	*(843) 384-7263*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Bluffton Fire District*	*911*
Primary Responding Law Enforcement Agency:	*Bluffton Police Dept*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*

Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Port Royal Elementary***	**Phone #**
Physical Address:	***1214 Paris Ave. Port Royal SC, 29935***	
Principal/Administrator:	*Vicki Goude*	*(843) 441-4751*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Marquis Priester - Area Manager*	*(843)929-4104*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Battalion Chief - John Badgett*	*(843) 540-9388*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Beaufort / Port Royal Fire Dept*	*911*
Primary Responding Law Enforcement Agency:	*Port Royal Police Dept*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*N/A*	
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*

Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Pritchardville Elementary***	**Phone #**
Physical Address:	***9477 Evan Way Bluffton SC, 29910***	
Principal/Administrator:	*Brenda Blue*	*(843) 592-4964*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Steve Campbell - Area Manager*	*(843)321-2310*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Sandy Stroud - Fire Inspector*	*(843) 384-7263*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Bluffton Fire District*	*911*
Primary Responding Law Enforcement Agency:	*Bluffton Police Dept*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*

Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Red Cedar Elementary***	**Phone #**
Physical Address:	***10 Box Elder St. Bluffton SC, 29910***	
Principal/Administrator:	*Kathy Corley*	*(843) 441-3089*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Steve Campbell - Area Manager*	*(843)321-2310*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Sandy Stroud - Fire Inspector*	*(843) 384-7263*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Bluffton Fire District*	*911*
Primary Responding Law Enforcement Agency:	*Bluffton Police Dept*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*

Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***River Ridge Academy***	**Phone #**
Physical Address:	***3050 River Ridge Dr. Bluffton SC, 29910***	
Principal/Administrator:	*Brian Ryman*	*(843) 836-4740*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Steve Campbell - Area Manager*	*(843)321-2310*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Sandy Stroud - Fire Inspector*	*(843) 384-7263*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Bluffton Fire District*	*911*
Primary Responding Law Enforcement Agency:	*Bluffton Police Dept*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*

Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Robert Smalls Intl. Academy***	**Phone #**
Physical Address:	***43 W.K. Alston Dr. Beaufort SC, 29906***	
Principal/Administrator:	*Bradley Tarrance*	*(843) 322-2465*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Marquis Priester - Area Manager*	*(843)929-4104*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Capt. Dan Byrne- Fire Marshal*	*(843) 986-4852*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Burton Fire Dept*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort County Sheriff*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*

Automatic Fire Sprinkler System Contractor:	*N/A*	
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Riverview Charter School***	**Phone #**
Physical Address:	***81 Savannah Hwy. Beaufort SC***	
Principal/Administrator:	*Elizabeth O'Brien*	*(843) 263-3633*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Marquis Priester - Area Manager*	*(843)929-4104*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Battalion Chief - John Badgett*	*(843) 540-9388*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Beaufort / Port Royal Fire Dept*	*911*
Primary Responding Law Enforcement Agency:	*Port Royal Police Dept*	*911*

Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***St. Helena Early Learning Ctr.***	**Phone #**
Physical Address:	***1031 Sea Island Pkwy. St. Helena Isl. SC, 29920***	
Principal/Administrator:	*Tara Mack*	*(843) 812-6749*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Marquis Priester - Area Manager*	*(843) 929-4104*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Battalion Chief - John Norton*	*(843) 812-3869*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*

Primary Responding Fire Department:	*Lady's Island / St. Helena Fire Dept*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort County Sheriff*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***St. Helena Elementary***	**Phone #**
Physical Address:	***1025 Sea Island Pkwy. St. Helena Isl. SC, 29920***	
Principal/Administrator:	*Tara Mack*	*(843) 812-6749*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Marquis Priester - Area Manager*	*(843) 929-4104*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Battalion Chief - John Norton*	*(843) 812-3869*

Frequency of Inspection	*Annual*	____*Mark here if no local fire code official*
Primary Responding Fire Department:	*Lady's Island / St. Helena Fire Dept*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort County Sheriff*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Whale Branch Early College High***	**Phone #**
Physical Address:	***169 Detour Rd. Seabrook SC,29940***	
Principal/Administrator:	*Patricia Brantley*	*(843) 466-1202*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Marquis Priester - Area Manager*	*(843)929-4104*

Fire Code Official (Responsible for Routine Fire Code Inspection):	*Capt. Dan Byrne- Fire Marshal*	*(843) 986-4852*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Burton Fire Dept*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort County Sheriff*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Whale Branch Elementary***	**Phone #**
Physical Address:	***15 Stuart Point Rd. Seabrook SC, 29941***	
Principal/Administrator:	*Marva Neal*	*(843) 441-6809*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*
Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*

Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Marquis Priester - Area Manager*	*(843)929-4104*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Capt. Dan Byrne- Fire Marshal*	*(843) 986-4852*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Burton Fire Dept*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort County Sheriff*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*N/A*	
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Name of Facility:	***Whale Branch Middle***	**Phone #**
Physical Address:	***2009 Trask Pkwy. Seabrook SC, 29940***	
Principal/Administrator:	*Jamie Allen*	*(843) 441-5458*
Facility Manager (Responsible for managing and coordinating maintenance and repairs)	*Ed Miller - Director of Maintenance*	*(843) 812-2290*

Facility Fire and Life Safety Manager (Responsible for execution of fire and Life Safety Plan):	*Robert Luebke - Asst. Director of Maintenance*	*(843) 812-2349*
Facility Fire and Life Safety Coordinator (Responsible for Monthly Self Assessment):	*Marquis Priester - Area Manager*	*(843)929-4104*
Fire Code Official (Responsible for Routine Fire Code Inspection):	*Capt. Dan Byrne- Fire Marshal*	*(843) 986-4852*
Frequency of Inspection	*Annual*	*____Mark here if no local fire code official*
Primary Responding Fire Department:	*Burton Fire Dept*	*911*
Primary Responding Law Enforcement Agency:	*Beaufort County Sheriff*	*911*
Primary Responding Emergency Medical Service (EMS):	*Beaufort County EMS*	*911*
Automatic Fire Sprinkler System Contractor:	*N/A*	
Fire Alarm Contractor:	*Johnson Controls Inc.*	*(888) 746-7539*
Fire Equipment Dealer for Kitchen Hood Suppression System	*Johnson Controls Inc.*	*(888) 746-7539*
Responsible Party for Cleaning Kitchen Hood, Ducts, and Fan:	*Johnson Controls Inc./Hoodz of the Lowcountry*	*(888) 746-7539*
Responsible Party or Contractor for Inspection and Maintenance of Fire Rated Construction:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Doors:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Shutters:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Inspection, Test, and Maintenance of Fire Rated Dampers:	*Carolina IAQ*	*(803) 418-9720*
Responsible Party or Contractor for Maintenance of Battery Powered Emergency Lights and Exit Signs:	*ABM Maintenance*	*(843) 322-2011*
Responsible Party or Contractor for Repair and Maintenance of Emergency Power Generator:	*ABM Maintenance*	*(843) 322-2011*
Fire Equipment Dealer responsible for Annual Maintenance of Fire Extinguishers:	*Liberty Fire Protection Inc.*	*(912) 965-0828*
Responsible Party or Contractor for Repair, Maintenance, and Annual testing of Emergency Responder Radio System:	*Mobile Communications America/Motorola Solutions*	*(912) 964-1479*
Responsible Party or Contractor for Inspection, Maintenance, and Testing of Smoke and Heat Removal Vents/Systems:	*ABM Maintenance*	*(843) 322-2011*

Exhibit 2

I. **Purpose.** This Administrative Regulation establishes the Superintendent's expectations for security and fire safety assessments and for the practice of safety and emergency drills in Beaufort County School District ("BCSD") facilities.

II. **Role of Director of Protective Services** ("DPS")**.** The BCSD DPS will ensure that all schools institute and maintain a current safety/emergency plan to provide for the safety and wellbeing of students, staff and visitors in the event of any emergency or disaster, natural or man-made. The principal of each school will ensure that a copy of their school emergency plan is on file at the BCSD office.

III. **Safety/Emergency Drills.** Safety/Emergency drills will be held and reported in accordance with the BCSD Emergency Management Plan ("EMP") and state law. The BCSD DPS is responsible for monitoring and maintaining the BCSD compliance with the BCSD procedures and state statutes. Each BCSD school conducts operations-based drills with staff and faculty and developmentally appropriate drills with students.

A. Security Assessments.

1. The DPS and designated staff will conduct monthly assessments for buildings/facility owned by the BCSD to assess the physical and procedural security measures in place. These assessments will evaluate, at a minimum, whether appropriate perimeter doors, gates, and windows are closed and locked; classroom doors are closed and locked; and employees within the facility have a visibly displayed ID card. Deficiencies noted during a security assessment will be communicated to the responsible school or BCSD leader for corrective action.

2. Documentation will be maintained and made accessible to the fire code official during an inspection.

B. Fire Safety Assessments.

1. The BCSD Maintenance Director/Facilities Manager and designated staff shall perform monthly assessments addressing the automatic fire sprinkler systems, fire detection and alarm systems, fire-rated assemblies, emergency lighting, emergency power supply system generators, portable fire extinguishers, emergency responder radio enhancement system, smoke and heat removal systems, and commercial kitchen requirements. The routine assessments shall also address restrictions regarding decorations and interior finishes, electric safety, laboratories, entry/egress, storage and occupancy. The state Model Fire and Safety Program Guidelines will be followed when assessing each of these areas.

2. The BCSD Maintenance Director/Facilities Manager will coordinate with the local fire departments and/or fire code officials responsible for code enforcement. The BCSD will identify the external entities that will be performing fire inspections for each facility and the frequency at which each facility will be inspected.

IV. **Evacuation Plans and Drills.** The BCSD will implement plans and conduct drills for evacuating or locking down facilities in emergency situations in compliance with the EMP. Plans will include safety measures for indoor and outdoor assemblies, events, gatherings (e.g. recess) detailing crowd management and security. Safety drills will be conducted throughout the school year in accordance with the EMP and the state Model Fire and Safety Program Guidelines. BCSD staff shall fully cooperate and carry out all drills and will train students in prompt and orderly evacuation.

A. Fire Drills.

1. All BCSD schools will conduct a monthly required fire drill. The first fire drill should occur within ten (10) days of the beginning of classes.

B. **Evacuation Drills.**

1. Required emergency evacuation drills for education occupancies shall be held monthly or more frequently where necessary to familiarize all occupants with the drill procedure. The first emergency evacuation drill of each school year shall be conducted within the first ten (10) days of the beginning of classes.

2. Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when the school is at assembly, during recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires.

C. Lockdowns.

1. Modified Lockdown – A modified lockdown, also known as a lockout, is called when there is a threat or hazard outside of a BCSD school building. The lockout protocol demands bringing in students inside the main building and locking all outside access points. Where possible, classroom activities continue uninterrupted. Classes held outside, such as gym classes, return to the building and, if possible, continue class.

2. Lockdown – Lockdown is called when there is a threat or hazard inside the BCSD school building. The lockdown protocol demands locking individual classroom doors or other access points, moving room occupants out of line of sight of the corridor windows and having room occupants maintain silence.

D. Active Shooter/Intruder Drills.

1. All BCSD schools shall conduct three (3) active shooter/intruder drills (one every three (3) months).

2. BCSD shall utilize a nationally recognized training method that will be conducted in a developmentally appropriate manner for all participants.

3. All drills shall be inclusive and necessary accommodations for participants with disabilities.

4. To the extent possible, all BCSD personnel shall participate in active shooter/intruder drills.

5. All BCSD personnel shall receive active shooter/intruder and security training, at a minimum, twice per year.

E. Severe Weather/Earthquake Drills.

1. BCSD schools will conduct, at a minimum, two (2) severe weather/earthquake drills each school year (one each semester).

V. Display of State School Fire Drill Statutes.

A. The BCSD DPS will ensure that copies of Section 59-63-910 through Section 56-93-930 of the South Carolina Code, Fire Drills, are printed and displayed in suitable form in at least one

conspicuous location in each BCSD school building.

VI. Classroom and Hallway Safety.

A. BCSD staff members will be informed of restrictions regarding decorations and interior finishes, electrical safety, laboratories, entryways, and storage.

VII. Construction and Renovation.

A. BCSD staff will refer to Administrative Regulation OS-24 Buildings, Grounds and Property Management and Maintenance when renovating and constructing buildings and campus access to ensure compliance with state standards and specifications. Maximum occupancy requirements will be followed at all times.

Adopted: September, 2015, July, 2022

Legal references:

A. S. C. Code, 1976, as amended:
1. Section 59-23-210, et. seq. - School building codes, specifications and inspections.
2. Sections 59-63-910 through 59-63-930 - Fire drills.

B. State Board of Education Regulations:
1. R-43-166 - Student and school safety.
2. R-43-181 - Building and grounds management - fire prevention.

C. 2020 Model Fire and Safety Program Guidelines.

D. Beaufort County Coherent Governance Manual:
1. GC-1 Board Purpose.
2. GC-2 Governing Commitments (GC 2.1, 2.2, 2.3).
3. GC-3 Board Job Description (GC-3.4.b.c.d., 3.17).
4. GC-6 Annual Work Plan.
5. GC-11 Diversity Statement and Goals.
6. B/SR-4 Authority of the Superintendent.
7. B/SR-5.8 Superintendent Accountability.
8. OE-1 Global Operational Expectation.
9. OE-3 Treatment of Stakeholders (OE-3.1, 3.3).
10. OE-8 Facilities
11. OE-10 Communicating with the Board (OE-10.1, 10.2, 10.4, 10.6, 10.12, 10.16).
12. OE-11 Communicating with the Public (OE-11.1, 11.2.a.b.c).
13. OE-15 Safety and Security.