

## Fire Safety Procedures

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### Fire Evacuation Drills

Code of Virginia § 22.1-137 In every public school there shall be a fire drill at least twice during the first 20 school days of each school session, in order that pupils may be thoroughly practiced in such drills. Every public school shall hold at least two additional fire drills during the remainder of the school session. Evacuation routes should be posted in each room.

Virginia Administrative code 22VAC40-73-970 states that Fire and emergency evacuation drill frequency and participation shall be in accordance with the current edition of the Virginia Statewide Fire Prevention Code ([13VAC5-51](#)). The drills required for each shift in a quarter shall not be conducted in the same month. Additional fire and emergency evacuation drills may be held at the discretion of the administrator or licensing inspector and must be held when there is any reason to question whether the requirements of the approved fire and emergency evacuation plan can be met. Each required fire drill shall be unannounced. Immediately following each required fire drill, there shall be an evaluation of the drill by the staff in order to determine the effectiveness of the drill. The building administrator shall immediately correct any problems identified in the evaluation and document the corrective action taken.

A record of the required fire drills shall be emailed or faxed to Risk Management and will be housed in Risk Management for two years. Such record shall include:

1. Identity of the person conducting the drill;
2. The date and time of the drill;
3. The method used for notification of the drill;
4. The number of staffs participating;
5. The number of students participating;
6. Any special conditions simulated;
7. The time it took to complete the drill;
8. Weather conditions; and
9. Problems encountered, if any.
10. Corrective Actions from problems encountered

## Fire Evacuation (Non Drill) Procedures for Administration

Immediately assess the situation. Direct staff, students, and visitors to the safe evacuation assembly area (no less than 50 feet from building).

If the alarm has not yet been activated; activate the alarm by pulling a fire alarm pull station.

Call 9-1-1 immediately.

Clear the building of students, staff, and visitors. Assist those who may be injured or who need assistance to evacuate. Keep students and staff in designated assembly areas. Do not allow anyone to enter the building.

Follow protocols to *account for all students, staff, and visitors*. Provide first aid as needed.

Meet with fire officials upon their arrival. Notify them of the location of the fire if known and any missing people, injuries, or other problems. All RPS buildings have keys in the fire knock boxes, all building floor plans are digitized and available to first responders through the Emergency Management System.

Follow Emergency Communications protocols and notify the Director of Facilities and Chief Operating Officer.

When authorized officials determine it is safe to reenter, announce all clear.

If the building is not safe to reenter, follow protocols for an Off-Campus Evacuation and/or Family Reunification plan with Transportation from the designated location of safety.

Send communication updates to staff and families via Remind messaging when able but no more than 1 hour after the incident.

## Fire Evacuation (Non Drill) Procedures for Faculty and Staff

Inform occupants and evacuate the area. Take class roster and any other agreed upon paperwork necessary to account for all students

If the fire alarm is not yet activated; activate the fire alarm by pulling a fire alarm pull station..

Take the closest and safest exit route as posted. Use a secondary exit route if the primary exit route is blocked or hazardous. Notify the administrator with details as soon as you are able.

Follow evacuation procedures to the outside assembly area (no less than 50 feet from the building).

Students with special needs should be aided by two adults.

Immediately upon arriving at the assembly area; *account for all students, staff, and visitors in your care*. Report any missing people to the administration.

Do not reenter the building until being given the all clear by the building administrator.

## Fire Equipment Maintenance Procedures

### Fire Alarm:

1. Regular Inspections:
  - Contract with licensed fire alarm vendor approved by procurement to conduct annual inspections and repairs to the fire alarm systems according to local regulations and manufacturer guidelines.
2. Visual Inspection:
  - Check for any visible damage to the alarm system components such as control panels, detectors, strobes, and sirens.
  - Ensure that all components are clean and free from dust or debris.
3. Functional Testing:
  - Test the functionality of smoke detectors, heat detectors, manual pull stations, and audible/visual alarms.
  - Conduct daily alarm communication verification tests to ensure proper signal transmission to the monitoring station.
4. Battery Inspection:
  - Inspect and test the backup batteries to ensure they are fully charged and operational.
  - Replace batteries as per the manufacturer's recommendations or if they fail the capacity test.
5. System Sensitivity Testing:
  - Test the sensitivity of smoke detectors and adjust if necessary to ensure they can detect smoke effectively without causing false alarms.
6. Record Keeping:
  - Maintain detailed records of all inspections, tests, and maintenance activities performed on the fire alarm system at the facilities office and onsite.

### Fire Extinguisher:

1. Visual Inspection:
  - Conduct a monthly visual inspection of fire extinguishers to ensure they are in their designated locations and are easily accessible.
  - Check for any visible signs of damage, corrosion, or tampering.
2. Pressure Gauge Check:
  - Inspect the pressure gauge to ensure it indicates the extinguisher is pressurized within the acceptable range.
  - If the gauge indicates low pressure, recharge or replace the extinguisher.
3. Seal Inspection:
  - Check the tamper seal to ensure it is intact. A broken seal may indicate the extinguisher has been used or tampered with and needs to be inspected and recharged.
4. Extinguisher Tag Inspection:
  - Verify that the inspection tag is up to date and indicates the last inspection date and the initials of the inspector.

5. Functional Testing:
  - Licensed contractor to perform an annual maintenance check, which includes a thorough examination of the extinguisher's mechanical parts and internal components.
  - Conduct a test discharge of the extinguisher to ensure it operates correctly.
6. Refilling and Recharging:
  - If the extinguisher has been discharged or the pressure is low, refill or recharge it as necessary.
  - Ensure that only trained personnel or certified professionals handle refilling and recharging procedures.
7. Record Keeping:
  - Maintain detailed records of all inspections, maintenance, and servicing of fire extinguishers.

## Fire Code Inspections and Notice of Violations

The RPS Facilities and Risk shall conduct regular fire safety inspections in all RPS buildings throughout the year, a minimum of once a month. All site based custodial crew leaders shall remedy any potential violations as they find them and notify the custodial supervisor, manager or director of any serious violations that require remediation.

All faculty and staff shall ensure proper classroom management to prevent and eliminate fire code violations. These violations include but are not limited to: "daisy chaining" of extension cords, hanging lights on bulletin boards, supplies or furniture stacked to the ceiling or in front or exit points, trip hazards in walk areas. Overloading circuits powering coffee makers, air fryers, microwaves, ice machines and refrigerators, fans, etc. are hazards.

Please note for the following items:

- Open flames/candles/wax melters/diffusers/burning of incense are strictly prohibited
- Hot plates are strictly prohibited
- Air fryers are permissible in staff break/lounge rooms only
- Space heaters MUST have tip over protection
- Fans should must have blade protection

Annual fire code inspections shall commence in June with the Richmond Fire Department. RPS Facilities will schedule access to all school buildings with the Fire Marshall.

Upon receipt of the inspection report, any outstanding facilities violations shall be remediated or scheduled for remediation within 1 week.

All school building violations shall be tracked through a google sheet that will be posted to RPS Website in the event of extenuating circumstances with violations existing after school opens. The link for the school building violation google sheet shall be posted on the Facility page through the RPS website.

All school buildings shall be cleared of any fire code violations prior to school opening.

