

**B. FISCAL, BUSINESS AND FACILITY ADMINISTRATION**

**Fire Prevention**

In order to prevent injuries, the loss of lives, damage, and the destruction of school property, the policy of the Board of Education shall be to expect all school personnel to be constantly on the alert to eliminate or report to the proper authorities any conditions that may cause a fire in or on any property owned by the Board.

The state school law requires pupils in school be instructed in fire prevention to protect lives and property against loss or damage as a result of preventable fires. In addition, the Board requires the following measures be taken to help prevent the occurrence of fires on school property:

1. All fire extinguishers shall be checked and serviced at least once during the school year. In the event of tamper or discharge, notify the maintenance department immediately.
2. Any ignitable liquids such as gasoline shall be stored in an approved container. Storage of containers shall be in a building separate from school.
3. Combustible papers such as copy paper should not exceed 10 cases in one location. Other papers such as hanging excessive amounts on walls or suspended on strings is not permitted.
4. The school shall contact the maintenance department in the event of any electrical problems.
5. The school custodian shall observe and implement the recommended fire prevention list as provided by the West Virginia State Fire Marshal.

APPROVED: September 28, 2004