**ANNEX J – FIRE SAFETY**

**FIRE SAFETY**

1. PURPOSE. The security team will perform fire safety checks in addition to routine surveys to ensure a ready fire safety posture.

2. FIRE EXTINGUISHERS.

a. A maintenance log will be maintained that includes a numbered identification of all fire extinguishers, locations, and status.

b. An inspection will be completed each year no later that October 1st to verify contract maintenance has been completed on all extinguishers.

c. The Safety & Security Team will perform quarterly checks on all extinguishers that includes verifying pressure charge and shaking. Shaking consists of turning the extinguisher upside down and bumping with a rubber mallet to break up and re-mix the chemicals.

3. FIRE ALARM. The fire alarm will be tested annually. The test will include a diagnostic of sensors and function.

4. FIRE HYDRANTS. Hydrants will be serviced annually in accordance with TFD standards. A service log will be maintained.

5. FIRE DEPARTMENT COORDINATION. The security team will coordinate with the fire department annually to update and validate the emergency response kit (keys, floorplans, MDS information, etc.) and conduct walk-throughs as requested by the fire department.

6. FIRE EXTINGUISHER TRAINING. The security team in cooperation with the Tupelo Fire Department will conduct fire extinguisher training annually. Training will include basic fire safety tenets and use of an extinguisher on an actual fire.

7. FIRE DRILLS. The security team will monitor the day school fire drills and will conduct a table-top fire evacuation rehearsal annually with the staff. When feasible, a church-wide Sunday evacuation drill should be conducted annually.

8. FIRE AID FOR BURNS. Burn training will be incorporated into all security team fire aid training.