

<p><b>PRESTON COUNTY BOARD OF EDUCATION</b>  <b>FILE: 4 – FACILITIES AND EQUIPMENT</b>  <b>File: 4-14    Safety Issues</b></p>	<p><b>Last Reviewed: 6-28-10</b>  <b>Next Review: 7-01-12</b></p>
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Safety is everyone's business. While the principal is the person who is charged with the responsibility for all that happens in his/her building, the teachers and custodians should report to the principal any dangerous or potentially dangerous conditions which they have noted. The principal, in turn, shall contact the Coordinator of Maintenance-Buildings and Grounds who shall address the situation.

All emergency equipment, fire extinguishers, fire escapes, fire alarms, emergency exit lights, panic door handles, etc. shall be inspected on a regular basis to make certain that they are in correct working order.

**Buildings and Grounds Security**

The Preston County Board of Education has the authority to offer rewards for information leading to the arrest and/or conviction of persons who willfully damage or destroy school property or attempt to do so.  
(WVC §18-5-36a)

**Accident Prevention and Procedures**

Principals have the primary responsibility for seeing that the building and grounds to which they are assigned are maintained in a safe, clean and secure condition. Employees are responsible for notifying principals of an unsafe or insecure condition.

Exits are to be kept clear; storage, shop, and furnace room areas are to be free from trash. In addition to the annual inspection of the State Fire Marshal, facilities are subject to inspection by representatives of applicable insurance companies and boiler inspection.

[Home](#)

Adopted:                    August 2, 1983  
Amended/Revised:        June 28, 2010