WV State Fire Marshal Guidance For Schools
2026 - 2027 School Year

Each year, a representative from the State Fire Marshal's Office conducts an inspection of all schools in Jackson County. This inspection is designed to ensure that the school system is in compliance with the fire code and other regulations applicable to buildings occupied by the public. The items addressed in this document are by no means comprehensive, but will serve as a basic guide to school employees.

GENERAL GUIDELINES:

1. Extension cords are NOT permitted. Surge protectors may be used but may not be piggybacked one to another.
2. All appliances must be plugged directly into the wall outlet. The use of surge protectors or extension cords for this purpose is unacceptable.
3. The display of student work and teaching materials will be permitted to be attached directly to walls and shall not exceed 20% of the wall area in classrooms and corridors.
4. When classrooms are not occupied, the doors should be kept closed.
5. Nothing should be hanging from the ceiling.
6. All areas will be maintained in a neat and orderly manner.
7. Electrical and mechanical rooms must not have combustible materials near electrical panels or hot water tanks.
8. Sprinkler heads must be located above anything stored on shelves.
9. Evacuation paths in classrooms must be free of student desks, chairs, file cabinets and other objects that interfere with an exit from the building.
10. Stairwells cannot be used for storage. Nothing can be stored under the steps.
11. There should be NO decorations inside the building that consist of such natural combustible substances as hay bales, corn stalks, straw, etc.
12. No flammable or combustible liquid or material shall be stored in any furnace room or basement.
13. Escape doors shall not be chained shut in gyms, at end of corridors, between buildings, etc. while buildings are occupied.

14. Check to make sure gymnasiums have the occupancy limit posted. Occupancy limits must be observed at all times. You may be asked if announcements are made during each assembly concerning emergency exits, smoking, etc.

15. The Fire Drill Chart is to be displayed in the office and kept up to date. You are required to have TWO fire drills the first month of school and ONE per month thereafter. If you have had six total fire drills by the first of January, you may defer the January, February and March fire drills until later, but must end up with a total of at least TEN fire drills by the end of the year. In any area where the fire alarm is not working, we must have a “Fire Watch” established until such time as the alarm is once again operational. Make sure your fire alarm is on and operating as intended.

16. Make sure your designee has inspected all fire extinguishers and signed their initials in the appropriate space on the tag to verify the inspection.

17. Science labs should have chemicals stored by family, and appropriately on shelves. The symbol for the most hazardous chemical found in the storage room should be posted on the door of the storage room. Chemical hoods must be operational.

18. Elevators must be in good repair.

19. Smoking is prohibited on all Jackson County Schools property. Violations of regulations could result in the issuance of citations to the offending employee and the principal.

Further clarifications regarding fire regulations should be addressed to Tim Brown, Assistant Superintendent at 304-372-7305.

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