

## EXECUTIVE SUMMARY

The Department of Education requires that a state certified fire inspector, along with a Department of Education trained safety and casualty inspector, inspect each facility owned or leased within the District according to Florida State Statute 1013.12. The Environmental Health & Safety (EH&S) team conducts joint fire inspections with the local fire departments in Broward County. One initial inspection is completed on every district, charter and leased site per year (July 1, 2015 – June 30, 2016). One re-inspection is completed per year for every district school and ancillary site. All serious life safety deficiencies are immediately corrected and/or controlled on-site to minimize any potential hazard prior to the EH&S inspector leaving the facility. Currently there are no open serious life safety code deficiencies.

After completion of each annual initial inspection, the comprehensive safety inspection report is reviewed and signed off by the EH&S Fire Safety Inspector, State Fire Safety Inspector, and the Facility Administrator (Principal, Assistant Principal, Director, etc.). The report is distributed with the responsible person(s)/group(s) as shown below:

<b>FACILITY TYPE</b>	<b>DEFICIENCY TYPE</b>	<b>REPORT DISTRIBUTION</b>	<b>RESPONSIBLE PERSON/GROUP</b>
District School	Maintenance (M)	Principal, Joint Fire Inspector, Work Order	Physical Plant Operations
District School	Operations (O)	Principal, Joint Fire Inspector	On-Site School Staff
District School	Capital (C)	Principal, Joint Fire Inspector & Facilities Project Number	Facilities & Construction Management
District Ancillary Facility	Maintenance (M)	Facility Administrator, Joint Fire Inspector & Work Order	Physical Plant Operations
District Ancillary Facility	Operations (O)	Facility Administrator & Joint Fire Inspector	On-Site School Staff
District Ancillary Facility	Capital (C)	Facility Administrator, Joint Fire Inspector & Facilities Project Number	Facilities & Construction Management
Charter School	Not Categorized	Principal/Director & Joint Fire Inspector	On-Site School Staff
Leased	Not Categorized	Facility Administrator, Joint Fire Inspector & Owner	Property Owner

An annual re-inspection occurs and any findings are reviewed, signed off and distributed the second half of the fiscal year on all district schools and ancillary sites to record deficiency closure and identify new deficiencies. No annual re-inspections occurs for charter and leased sites. Copies of the annual initial Comprehensive Safety Inspection Reports (three ring binders) are distributed to Board Member's Office on 14<sup>th</sup> Floor Kathleen C. Wright Administrative Center, Public Stand in Lobby of Kathleen C. Wright Administrative Center, E-Agenda and Cadre's Office.

Deficiencies cited are noted and corrections are made in the following manner:

- Serious items as defined by Life Safety Codes (LSC) are corrected before the inspector leaves the site.
- Non-critical deficiencies are given a description priority A-G (high to low risk).

- Maintenance (M) items requiring skilled crafts persons are addressed by Physical Plant Operations by Work Orders issued through COMPASS system.
- Operations (O) items requiring minor correction(s) are performed by the service person(s) located at the facility.
- Capital (C) items with schools scheduled for replacement or renovation are addressed by Office of Facilities & Construction Management.
- The inspection report delineates the deficiencies and corrections observed at the time of the inspection. Completion of additional corrections will be noted during next year's inspections and cited on the corresponding reports.

An internal EH&S review of the Annual Comprehensive Safety Inspection Reports Program began in April, 2016 and is currently in progress. The findings shown below require action for future safety inspection program success:

1. Twenty-two (22) annual initial comprehensive safety inspection reports had data entry errors. Routine inspection deficiencies were improperly coded in the "Serious Life Safety Deficiencies" category.

**Corrective Actions:** Safety Inspection Software Program was changed requiring EH&S Director authorization prior to permanent "Serious Life Safety deficiency" coding by inspectors. Addendum was added to each Comprehensive Safety Inspection Report needing updating. All respective Municipal Fire Inspectors were contacted with their complete consensus on the Addendums.

2. A current EH&S gap analysis on the current state was performed with recommendations. Non-critical safety inspection deficiencies closures has not kept pace with the increased number of deficiencies. EH&S will develop a follow-through system that assures visibility of the open deficiencies to closure.

**Corrective Actions:** Widen final initial & re-inspection report distribution to include the Cadres. Review and improve the collaboration for work orders, capital projects, deficiency definition and tracking. Establish a school district safety committee which works collaboratively with the EH&S and Safety Inspection Program to improve accountability.