



**STATE OF SOUTH CAROLINA**  
**DEPARTMENT OF EDUCATION**

**MEMORANDUM**

**TO:** District Superintendents  
District Safety Coordinators

**FROM:** Aveene Coleman  
Interim Director, Office of Student Intervention Services

**DATE:** May 23, 2023

**RE:** School District Fire and Safety Policy Feedback

In accordance with [S.C. Code Ann. § 59-17-160](#), the South Carolina Department of Education and the South Carolina State Fire Marshal administered the review process of school districts' fire and safety policies. Each policy was reviewed by independent subject matter experts who provided objective feedback and rated each policy as "Excellent," "Satisfactory," or "Unsatisfactory."

Please review the attached scoring rubric for all sections marked "Unsatisfactory" to make the suggested improvements or updates to your district's fire and safety policy. Note that all changes and updates to your district's policy must be approved by your district's school board and resubmitted in the South Carolina School Safety Portal via the Member Center along with the attached Assurance and Certification document signed by the district superintendent.

During your review, please use the [Model Fire and Safety Program Guidelines for South Carolina School Districts and Charter Schools](#) as a reference. The guidelines were promulgated to comply with S.C. Code Ann. § 59-17-160 and serve as best practices for district fire and safety policies.

If you have any questions regarding the enclosed documents, contact Kimberly Smith at [kwsmith@ed.sc.gov](mailto:kwsmith@ed.sc.gov) or (803) 734-8113.