

**PRINCIPAL'S MONTHLY FIRE DRILL AND INSPECTION REPORT**

2-04

INSTRUCTIONS: G.S. 115C-228 (d) requires each principal "to conduct a fire drill during the first week after the opening of school and thereafter at least one fire drill each school month, in each building in his charge, where children are assembled." It further requires each principal "to inspect each of the buildings in his charge at least twice each month during the regular school session" and to file a written report on this form once each month with the school officials indicated. Failure to perform these duties is considered a misdemeanor (G.S. 115C-525(c)).

Administrative Unit: Rowan-Salisbury Schools

Month \_\_\_\_\_

School \_\_\_\_\_

A. This month's fire drill held on: \_\_\_\_\_ at \_\_\_\_\_ am pm Time consumed in evacuation of building \_\_\_\_\_ min/sec

If time varies measurably from previous evacuation, explain \_\_\_\_\_

B. Inspection for the purpose of keeping all buildings on this school site safe from accumulation of trash and other fire hazards has been made twice this month in accordance with law, as follows:

	Inspections this month			
	<u>First</u>		<u>Second</u>	
	Yes	No	Yes	No
1. All corridors, halls and tower stairways are clear of obstructions. ....	( )	( )	( )	( )
2. All doors used for exits are plainly marked, in good working order, and are unlocked and unobstructed when building is in use. ....	( )	( )	( )	( )
3. All fire doors and smoke doors are not restricted or blocked open by wedges, chains or other props and are in good working order. ....	( )	( )	( )	( )
4. Fire alarm detection equipment is in proper working order so that all occupants can hear/see audible alarm or visual signal and is utilized in fire drills. ....	( )	( )	( )	( )
5. Emergency numbers are posted by telephones. ....	( )	( )	( )	( )
6. Evacuation plan is posted in all areas. ....	( )	( )	( )	( )
7. Emergency exit lights are illuminated and exit signs are visible. ....	( )	( )	( )	( )
8. Emergency lighting is in operable condition. ....	( )	( )	( )	( )
9. Chemicals used for both instructional purposes and maintenance are labeled and stored in proper containers and location. Safety Data Sheets are available on campus for review of any hazardous material stored on premises. ....	( )	( )	( )	( )
10. Supplies such as oily rags, mops, etc., are stored in safe and orderly manner in a well-ventilated place or in an approved metal container with self-closing lid. ....	( )	( )	( )	( )
11. Combustible liquids are stored in approved containers with vapor-tight covers in proper locations:				
Gasoline, kerosene	( )	( )	( )	( )
Laboratory supplies	( )	( )	( )	( )
Paints, oils, cleaners	( )	( )	( )	( )
12. All accumulations of trash and rubbish have been removed daily from all the buildings on the premises. ....	( )	( )	( )	( )
13. Portable fire extinguishers have been checked within past year by competent technician. ....	( )	( )	( )	( )
14. Comments Attached. ....	Yes ( )	No ( )		
15. Last lockdown drill held on _____ (date)				
16. Panic Alarm Test held on _____ (date)				

C. I have removed or corrected all fire hazards known to me, and/or that I have notified the superintendent in writing of those hazards that I could not remove or correct. (Copy attached.)

Signed \_\_\_\_\_  
Principal Date

A copy of this report shall be retained on site for a period of 3 years. A copy of this report shall be submitted to the Safety Department by the 2<sup>nd</sup> day of school in the following month.