

PRINCIPAL'S MONTHLY FIRE DRILL AND INSPECTION REPORT

INSTRUCTIONS: G.S. 115C-288 (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/her charge, where children are assembled." It further requires each principal "to inspect each of the building in his/her 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)). Email completed form to David.Leonard@abss.k12.nc.us

Date: _____
 School: _____ Administrative Unit: _____

A. Last fire drill held on _____ (month) _____ (day) at _____ o'clock.

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: (The two inspections shall be made not less than 10 days apart.)

Insert day of month	Inspections this month			
	<u>First</u>		<u>Second</u>	
	Yes	No	Yes	No
1. All corridors, halls, and tower stairways are clear of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. All doors used for exits are plainly marked in good working order, and are unlocked and unobstructed when building is in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Emergency numbers are posted by telephones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Evacuation plan is posted in all areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Emergency exit lights are illuminated and exit signs are visible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Emergency lighting is in operable condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Chemicals used for both instructional purposes and maintenance are labeled and stored in proper containers and location. Material Safety Data Sheets are available on campus for review of any hazardous material stored on premises.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Combustible liquids are stored in approved containers with vapor-tight covers in proper locations:				
Gasoline, kerosene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laboratory supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paints, oils, cleaners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. All accumulations of trash and rubbish have been removed daily from all the buildings and premises.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Portable fire extinguishers have been checked within past year by competent technician.		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
14. Comments Attached.		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
15. Date last Principal's Monthly Fire Drill & Inspection Report was made as prescribed by G.S. 115C-525(b)	_____			
16. Last fire safety inspection as prescribed by 115C-525(b) was conducted by	_____		_____	
	Name		Date	
17. Last electrical inspection as prescribed by 115C-525(b) was conducted by	_____		_____	
	Name		Date	

C. I certify that pursuant to G. S. 115C-525(b) (4), 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 _____