

**ONSLow COUNTY SCHOOLS
PRINCIPAL'S MONTHLY FIRE DRILL AND INSPECTION REPORT**

INSTRUCTIONS: G.S. 115C-288 (d) requires each principal "to conduct fire drills 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 buildings in his/her charge at least twice each month during the regular school session." And 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 (b)).

Month/day _____, 20____, Time _____ (AM) (PM)

School _____

A. Time consumed in evacuation of building _____ min. _____ sec.
If time varies measurably from previous evacuation, explain _____

Last fire drill held on (month/day) _____, Time _____ (AM) (PM)

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>	<u>Yes</u>	<u>No</u>
1. All corridors, halls and tower stairways are clear of obstructions.....				Yes	No
2. All doors used for exits are plainly marked, in good working order, and are unlocked and unobstructed when building is in use.....				Yes	No
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.....				Yes	No
4. Fire alarm detection equipment is in proper working order so that all occupants can hear/see audible or visual signal and is utilized in fire drills.....				Yes	No
5. Emergency numbers are posted by telephones.				Yes	No
6. Evacuation plan is posted in all areas.				Yes	No
7. Emergency exits lights are illuminated and exit signs are visible.				Yes	No
8. Emergency lighting is in operable condition.				Yes	No
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 on premises.				Yes	No
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.				Yes	No
11. Combustible liquids are stored in approved containers with vapor-tight covers in proper locations:				Yes	No
Gasoline, Kerosene.....				Yes	No
Laboratory supplies.....				Yes	No
Paints, oils, cleaners.....				Yes	No
12. All accumulations of trash and rubbish have been removed daily from all the buildings on the premises.....				Yes	No
13. Portable fire extinguishers have been checked within past year by competent technician.....				Yes	No
14. Comments attached. _____				Yes	No

C. Last electrical inspection as prescribed by 115-525 (b) was conducted by: _____

(Person) (Date)

I certify that pursuant to G.S. 115C-525(b) (4). I have removed or corrected all fire hazards known to me, and that I have notified the superintendent in writing of these hazards that I have removed or corrected.

Signed _____
Principal Date

Please send a copy of this report to the Security & Safety Department.