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 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).

Month: _____

School: _____ Administrative Unit: _____

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

Time consumed in evacuation of building: _____ minutes(s) _____ second(s)

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.)

	Inspections this month			
	First		Second	
Insert day of month				
	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. Material 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. …….	Yes ( )	No ( )		
14. Comments attached …….	Yes ( )	No ( )		

15. Date last Principal's Monthly Fire Drill and 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: _____ _____
(person) (date)

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