

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 assembles." 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).)

School _____ Month _____, 20_____

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

	<u>Inspections this month</u>			
	First		Second	
Insert day of month	_____	_____	_____	_____
1. All corridors, halls and tower stairways are clear.....	Yes	No	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	Yes	No
3. Storage rooms are locked when not in use	Yes	No	Yes	No
4. 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	Yes	No
5. Combustible liquids are stored in approved containers with vapor-tight covers in proper locations:				
Gasoline, kerosene.....	Yes	No	Yes	No
Laboratory supplies.....	Yes	No	Yes	No
Paints, oils, cleaners.....	Yes	No	Yes	No
6. All accumulations of trash and rubbish have been removed daily from all the buildings on the premises.....	Yes	No	Yes	No
7. Fire extinguishers have been checked within past year.....			Yes	No
8. Comments attached.....			Yes	No
9. Date last Principal's Monthly Fire Drill and Inspection Report was made as prescribed by G.S.115C-525(b)				_____
10. Date of last fire safety inspection as prescribed by 115C-525(b) was conducted by _____ on _____.				
<small>(person)</small>				<small>(date)</small>
11. Date of last electrical inspection as prescribed by 115C-525(b) was conducted by _____ on _____.				
<small>(person)</small>				<small>(date)</small>

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