FIRE PREVENTION

1.0 PURPOSE AND INTRODUCTION

The purpose of this program is to establish procedures to reduce fire threats through safety practices throughout Pitt County Schools to comply with federal, state, and local fire codes and regulations.

2.0 RESPONSIBILITIES

2.1 Principals and Site Administrators

a) Responsible for the oversight and adherence of all employees to the Fire Prevention program.

b) Submit all fire inspection reports to the Fire Safety Specialist.

c) Escort, or provide an escort for, the fire inspectors and insurance inspectors during semiannual fire inspections.

d) Along with staff, assist in identifying fire risks and reducing or eliminating them accordingly.

e) Ensure that employees are instructed in the proper procedures to follow in case of a fire.

f) Conduct fire drills throughout the school year to simulate evacuation of staff and students.

g) Inspect all buildings at least twice each month during the regular school session. This inspection shall be for the purpose of keeping the buildings safe from the accumulation of trash and other fire hazards.

h) Manage the inspection of all emergency lights and exit signs by school personnel.

2.2 Fire Safety Specialist

a) Responsible for evaluating and revising this procedure annually or as regulations change.

b) Responsible for managing the annual inspection of all automatic fire sprinkler systems, fire pumps, water storage tanks, standpipe systems, fire curtains, and fire extinguishers.

c) Responsible for managing the semiannual inspection of all kitchen hood fire suppression systems.

d) Provide technical assistance to schools regarding fire inspections.

e) Responsible for managing the annual inspection of all fire alarm systems.

3.0 TRAINING

3.1 Participate in all fire drills.

3.3 Participate in periodic fire prevention safety training.

4.0 FIRE PREVENTION

4.1 General

4.1.1 Artwork and teaching materials may be attached directly to walls, but may not exceed 50% of any individual wall area. Hallways and corridors may not exceed 20% of any individual wall area.

4.1.2 The hanging or displaying of decorative materials from acoustical ceiling systems (drop ceilings) that are part of a fire resistant ceiling assembly is not allowed.

4.1.3 Verify that any damaged or missing ceiling tiles are replaced as soon as possible.

NOTE – Ceiling tiles act as a fire barrier. When ceiling tiles are removed, the fire rating of the ceiling may change and most importantly, it creates a "Chimney Effect" in the event of a fire.

4.1.4 Storage shall be maintained 2 feet or more below the ceiling in nonsprinklered areas of buildings and a minimum of 18 inches below sprinkler head deflectors in sprinklered areas of buildings.

4.1.5 Penetrations through fire-rated construction shall be filled with firestop material.

4.1.6 Electric space heaters shall be prohibited in schools except in emergency situations and then only with the authorization of Pitt County Schools Facility Services Director.

4.1.7 Flame producing devices, such as scented candles, shall not be used in general classrooms. Exceptions include science and vocational classrooms where open flames are part of an experiment or curriculum.

4.1.8 Plug-in oil scent warmers/air fresheners/deodorizers that use electrical current to warm the fragrance are also prohibited.

4.1.9 Gasoline-powered equipment such as lawn mowers, weed trimmers, and blowers must be stored in sheds or exterior rooms that can be entered from outside the school. Rooms attached to the school must have solid masonry walls and cannot be connected to the main building's ventilation system. Detached storage sheds are preferred.

4.1.10 Mezzanines, Mechanical Rooms, Boiler Rooms, and Electrical Rooms shall not be used for storage and must remain locked at all times.

4.1.11 Science chemical storage rooms shall be kept locked at all times.

4.1.12 Upholstered furniture shall be commercial grade.

4.1.13 Lofts are not allowed unless they are properly constructed and treated with a fire retardant sealant or paint.

4.1.14 Periodically check interior and exterior lights and replace lights that are not working as soon as possible. Proper lighting is essential for many things including school safety and campus security.

4.1.15 Occupancy load signs are required in assembly areas such as multipurpose rooms, gymnasiums, and auditoriums. The occupant load for any posted area must not be exceeded.

4.1.16 Regularly clean the lint filters on dryers.

4.1.17 All areas need to be kept free of trash and combustibles.

4.2 Flammable Materials

4.2.1 Flammable materials are to be stored away from flames and sparks.

4.2.2 Flammable materials must be stored in well-ventilated areas to avoid vapor build up.

4.2.3 Fuel sources such as gasoline are located at every site. Fuel sources shall be monitored and maintained by the Principal or Site Administrator to ensure they do not present a fire hazard.

4.2.4 Flammable and combustible material spills must be cleaned up immediately.

4.2.5 When working with flammable chemicals, be certain that there are no open flames, hot surfaces, sparks, or other sources of ignition near enough to cause a fire or explosion in the event of a vapor release or liquid spill.

4.3 Electrical

4.3.1 Periodically examine permanent electrical cords on equipment and machinery for breaks and fraying. Contact Facility Services to replace if needed.

4.3.2 A minimum of three feet of clearance is required in front of all electrical circuit breaker panels.

4.3.3 Extension Cords

4.3.3.1 Use extension cords only when necessary on a temporary basis.

4.3.3.2 Extension cords shall be of continuous length without any splicing.

4.3.3.3 Extension cords shall not be used in lieu of permanent wiring to connect permanently placed computers, appliances, and other electrical equipment. Use all existing electrical outlets first and when the number of power cords exceeds the number of available outlets then only a surge protector is allowed.

4.3.3.4 Damaged cords shall be removed from service and discarded to prevent further use.

4.3.3.5 Arrange all extension cords so that they do not present a trip hazard.

NOTE – In addition to the immediate danger of injury to the person who trips on the cord, the sudden tug on a cord can damage the cord insulation or plug prongs.

4.3.4 Electrical panels should not have open holes in unused spaces. Unused spaces must have spare breakers or blank plates installed.

4.3.5 Heat producing appliances (toaster ovens, hot plates, coffee makers, space heaters, etc.), microwave ovens, and refrigerators not used in the curriculum process, shall not be allowed in classrooms.

NOTE – Heat producing appliances and microwave ovens have hazards associated with their use and the potential for student injury. Refrigerators in the classroom raise concerns about food in classrooms and associated pest control, energy consumption, non-approved/inspected appliances, and electrical infrastructure overload.

Outside of lounges and cafeterias, exceptions are granted for:

- Each wing or corridor of a building is allowed to designate teacher/staff access to a single area for a refrigerator and microwave.
- Teachers or students needing to maintain medications or nourishment for medical reasons.
- Athletic facilities that need to maintain supplies.

4.4 Welding and Torch Operations

4.4.1 Work is not to be done in areas where open flames are not normally permitted, such as in areas or on equipment where oxygen, flammable gases or liquids, or chemical vapors may be present.

4.4.2 Areas need to be clear of combustible materials or covered with flame retarding material such as welding blankets.

4.4.3 A fire extinguisher needs to be kept in the welding area and a fire watch assigned if welding or cutting in an elevated area or in an area where a fire may occur.

4.5 Kilns

4.5.1 Paper, cardboard, and other combustibles are not allowed within 18 inches near a kiln.

4.5.2 No combustible materials can be stored on the kiln at any time.

4.5.3 No flammable liquids, solvents, or aerosols may be stored in kiln rooms at any time.

4.5.4 Make sure the exhaust fan is operating when utilizing a kiln.

4.6 Seasonal Decorations

4.6.1 Natural cut Christmas trees are prohibited in educational occupancies. Fire retardant Christmas trees are permissible, however confirm that the tree is labeled as fire retardant.

4.6.2 The required width of any portion of a means of egress shall not be obstructed by decorations.

4.6.3 Artificial decorative vegetation shall be flame resistant or flame retardant. Such flame resistance or flame retardance shall be documented and certified by the manufacturer.

4.6.4 Use of other natural decorations such as hay bales, dry corn stalks, and holly boughs are also included and should be used in accordance with the above information.

4.6.5 Use only UL listed lights.

4.6.6 Any string of lights with worn, frayed, or broken cords or loose bulb connections should not be used.

4.6.7 Avoid placing breakable tree ornaments or ones with small, detachable parts on lower branches where small children can reach them.

Do not hang popcorn chains and candy canes on the tree when small children are present. Children may think that other tree ornaments are also edible.

4.6.8 Prior to leaving, all lights shall be unplugged.

4.6.9 Do not overload outlets. Be careful how many items are plugged into a receptacle.

4.6.10 Decorations may not disguise, cover, or interfere with any safety device (fire extinguishers, fire alarm pull stations, exit signs, fire sprinkler pendants, and alarm boxes.

4.7 Oxygen Cylinders

The following precautions should be taken with any oxygen cylinder needed by a student in the classroom:

4.7.1 Thoroughly review the manufacturer's instructions.

4.7.2 Supervise the other students closely, keeping them away from adjustment valves and outlets.

4.7.3 Secure the oxygen cylinder in an upright position.

4.7.4 Keep oxygen away from direct heat and direct sunlight and at least 10 feet from open flames or equipment that may spark.

4.7.5 Avoid the use of petroleum-based lubricants, including Vaseline, within 10 feet of the oxygen.

4.7.6 Never attempt to repair or make adjustments to the equipment unless specified by the manufacturer.

4.7.7 Do not force foreign objects into valve openings.

4.7.8 Do not change the flow settings without a doctor's written permission.

5.0 FIRE EXITS AND FIRE DOORS

5.1 Exit doors must be kept unlocked and the use of padlocks, chains, and similar items to secure exit doors is strictly prohibited at all times.

5.2 Fire exits must never be obstructed, even temporarily.

5.3 Doors and exits shall be maintained to ensure good working condition with free and easy operation should an emergency evacuation be required.

NOTE – Any condition likely to interfere with safe exiting shall be reported to Facility Services for repair.

5.4 Corridors, hallways, and stairwells shall be kept clear of combustibles and any materials that would delay or prohibit the exit of staff and students during a fire or emergency evacuation.

5.5 Exit doors and windows shall not be covered with or concealed by decorative or combustible materials such as drapes, curtains, blinds, paper covered doors, cardboard, etc.

5.6 Never store furniture, equipment, supplies, etc., in exit passages.

5.7 Fire exits must discharge directly to the street, a yard, court, or other open space. In addition, no vehicles shall be parked near exterior doors as this may impede the flow of traffic from an exit.

5.8 Magnetic door holders are found on hallway fire doors. Do not prop these doors open any other way. The magnetic door holders allow the doors to remain open until a fire alarm is activated and then automatically release when the fire alarm is activated. When fire doors properly close they prevent the spread of fire to other parts of the facility.

5.9 Preschool, kindergarten, and first grade classrooms shall not be located above the first floor.

5.10 All rooms with more than 5 people (including a teacher), must have an emergency escape exit window or door that discharges directly to the outside.

5.11 An evacuation plan shall be posted in every classroom.

5.12 Any non-exit door that can be mistaken for an exit door shall be marked "Not An Exit" or indicate its actual usage (ex. "Storage").

5.13 In case of fire, do not use elevators. Use the designated stairways.

6.0 EMERGENCY / EXIT LIGHTING

6.1 To prevent an exit hazard during an emergency or power failure, adequate emergency lighting must be provided in the following areas:

- Exit aisles, corridors, and passageways
- Interior stairs and corridors
- Interior or windowless portions of buildings
- Vocational laboratories

- Assembly use spaces (such as dining rooms, gymnasiums, and auditoriums)

6.2 Emergency exit signs must be provided at all exit doors.

6.3 All exits, other than main exterior exits that are obviously and clearly identifiable as exits, shall have an exit sign that is readily visible from any direction of exit access.

7.0 FIRE SPRINKLER SYSTEMS, FIRE PUMPS, WATER STORAGE TANKS, AND STANDPIPE SYSTEMS

Automatic fire sprinkler systems are the most reliable early fire suppression means. A fire sprinkler system detects the fire, sounds an alarm, and puts the water where the fire and heat are located. Sprinkler heads are equipped with a fusible link that melts when the heat given off by a fire heats the sprinkler. When the sprinkler opens, water flows out in a spray pattern. The sprinkler system is designed to flow a specific amount of water per square foot based on the type of hazard that it is protecting.

NOTE – Despite what many people think, generally only one or two sprinklers open up and flow water during a fire – all of them do not go off at once.

7.1 Items should not be hung or attached to sprinkler heads or piping.

7.2 Sprinkler heads should never be obstructed or tampered with in any manner.

7.3 Items should not be hung or stored within 18 inches of sprinkler heads.

7.4 Balls, Frisbees, and other items that can damage the sprinkler head are not to be thrown at sprinkler heads.

7.5 Fire pumps and water storage tanks shall not be tampered with or blocked.

8.0 KITCHEN FIRE SUPPRESSION SYSTEMS

A kitchen hood fire suppression system is required over kitchen equipment that produces smoke and grease-laden vapors or grease of appreciable depth.

8.1 Fire suppression discharge nozzles are aimed at specific pieces of kitchen equipment. As a result, kitchen equipment should not be moved without consulting with Facility Services first.

8.2 Hood fire suppression systems shall be inspected and tested in accordance with NFPA 17A.

9.0 FIRE CURTAINS

A fire curtain is suspended with fusible links that will release in the event of a fire. Once the links release the curtain will rapidly drop before slowing descending the last few feet. The fire curtain serves as a fire and smoke barrier between two areas.

9.1 Nothing should be in the path of the fire curtain or on the stage below the fire curtain should an emergency occur.

9.2 The fire curtain shall not be tampered with in any way, including manually lowering the fire curtain.

10.0 FIRE ALARM SYSTEMS

10.1 All components of the fire alarm system including: manual pull stations, horn/strobes, heat detectors, smoke detectors, and the alarm system's main control panel shall not be covered or blocked.

10.2 Fire alarm systems shall be inspected and tested in accordance with NFPA 72.

11.0 FIRE EXTINGUISHERS

Fire Extinguisher Classifications

Fire Extinguishers classes are as follows:

Class A	Ordinary Combustibles
Class B	Flammable Liquids
Class C	Electrical
Class ABC	All above (Most commonly found throughout Pitt County Schools)
Class D	Combustible Metals
Class K	Kitchens

11.1 Fire Extinguisher Requirements

11.1.1 Fire extinguishers shall be installed and maintained in accordance with NFPA 10 and the North Carolina fire code.

11.1.2 Fire extinguishers must be mounted within 75 feet of most areas with the potential for fire.

11.1.3 Fire extinguishers must be mounted within 50 feet of areas that contain flammable or combustible liquids.

11.1.4 Class K fire extinguishers must be mounted within 30 feet of commercial cooking equipment.

11.1.5 Fire extinguishers shall be mounted in all work vehicles and forklifts.

11.1.6 Fire extinguishers shall not be obstructed or obscured from view.

11.1.7 In areas where an obstructed view is unavoidable, other means such as signs will be used to designate the location and availability of fire extinguishers.

11.1.8 Fire extinguishers shall be inspected annually by a certified contractor.

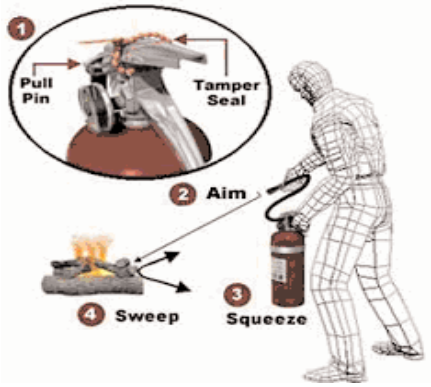
11.1.9 Fire extinguishers shall be hydrostatically tested at the required interval.

11.1.10 Fire extinguishers shall be recharged and replaced after each use.

11.1.11 Discharged fire extinguishers and fire extinguishers with broken seals shall be reported to Facility Services.

11.2 Fire Extinguisher Usage

Employees are not required to put out fires with fire extinguishers. If a fire is discovered, evacuate the building and dial 911.



If you must use a fire extinguisher, remember the **PASS** method:

P ull the pin
A im the extinguisher nozzle at the base of the flames
S queeze the trigger while holding the extinguisher upright
S weep the extinguisher from side to side, covering the fire

12.0 FIRE / SERVICE LANES

Fire / Services lanes shall not be obstructed in any manner, including the parking of vehicles. Fire / Service lanes at schools are sections of roadways that are designated by the fire marshal for use of emergency equipment. In addition, Facility Services personnel utilize the fire / service lanes to access sections of the facilities.

13.0 KNOX-BOXES

KNOX-BOXES are key vaults for use by fire departments during times of emergency. At designated schools, a KNOX-BOX is located near the main entrance and contains the needed keys and maps to access the facility. Only our local fire departments have keys that can access the KNOX-BOX vaults.

Periodically the Fire Safety Specialist will check all KNOX-BOXES to ensure that all needed keys and maps are contained within the vaults.

14.0 FOOD SERVICES FACILITIES

14.1 Per NFPA 96, range hoods, duct systems, grease removal devices, and fire extinguishing equipment must be provided.

Exception – Anywhere small residential ranges are installed, residential hoods exhausted to the outside may be used.

14.2 A Class K fire extinguisher must be mounted and accessible within 30 feet of cooking equipment in Kitchens. Class ABC fire extinguishers must be mounted and accessible in the Dining Room areas.

14.3 Fire extinguishers must be properly identified, mounted outside the area where the fire is likely to occur and readily accessible.

14.4 Avoid the accumulation of combustible materials such as boxes, crates, pallets, etc. in Kitchen areas.

14.5 All kitchen hood fire extinguishing systems shall be inspected semiannually to ensure proper operation.

14.6 Hoods and hood filters over kitchen equipment must be cleaned periodically by kitchen staff or home economics staff to prevent grease and dust accumulation.

14.7 Kitchen exhaust hoods and hood filters will be professionally pressure washed annually by an assigned service contractor.

14.8 School Nutrition Staff shall periodically check the hood exhaust filters to make sure there are no gaps or openings.

15.0 SMOKING POLICY

Pitt County Schools is a tobacco free school system. The use of any type of tobacco products on Pitt County Schools' property is strictly prohibited.

16.0 INSPECTIONS AND FIRE DRILLS

16.1 Semimonthly Principal Inspections and Fire Drills

Principals shall conduct fire drills and fire inspections in accordance with North Carolina Administrative Code G.S. 115C-288 (d) as outlined below:

16.1.1 It shall be the duty of the 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.

16.1.2 Fire drills shall include all students and school employees, and the use of various ways of egress to simulate evacuation of said buildings under various conditions.

16.1.3 Principals are responsible for inspecting all buildings at least twice each month during the regular school session. This inspection shall include cafeterias, gymnasiums, boiler rooms, storage rooms, auditoriums and stage areas as well as classrooms.

16.1.4 Principals and Site Administrators are responsible for sending a copy of the Principal's Monthly Safety and Sanitation Inspection Report to the Fire Safety Specialist via courier or email.

16.2 Semiannual External Agencies Inspections

16.2.1 Semiannual fire inspections are conducted by the following:

- City of Greenville Fire/Rescue Department – Greenville Jurisdiction Schools

- Town of Winterville Fire Department – Winterville Jurisdiction Schools
- Pitt County Emergency Management – County jurisdiction schools

16.2.2 Annual insurance inspections are conducted by the North Carolina Department of Insurance.

16.2.3 Principals and Site Administrators are responsible for escorting or delegating an escort for the fire and insurance inspectors during the entire inspection process.

16.2.4 Principals/Site Administrators are responsible for sending a copy of the inspection report to the Fire Safety Specialist via courier.

Do not submit inspection related service requests or work orders via the Facility Services Work Order System.

16.3 Annual and Semiannual Internal Equipment Inspections

16.3.1 **Fire Alarm Systems** will be inspected and tested annually in accordance with NFPA 72 by an assigned service contractor.

16.3.2 **Automatic Sprinkler Systems, Fire Pumps, and Water Storage Tanks** will be inspected and tested annually in accordance with NFPA 25 by an assigned service contractor.

16.3.3 **Kitchen Hood Fire Suppression Systems** will be inspected semiannually during the winter and summer months in accordance with NFPA 17A by an assigned service contractor.

16.3.4 **Emergency Lights and Exit Signs** will be inspected and tested monthly by a principal designee or custodian.

16.3.5 **Standpipe Systems** will be inspected and tested annually in accordance with NFPA 25 by an assigned service contractor.

16.3.6 **Fire Curtains** will be inspected and tested annually by an assigned service contractor.

16.3.7 **Fire Extinguishers** within each school/site will be inspected annually in accordance with NFPA 10 during the summer months by an assigned service contractor.

17.0 DEFINITIONS

CO^2 Fire Extinguisher – Carbon dioxide fire extinguisher. A colorless, odorless, and electrically nonconductive inert gas that should be used for extinguishing electrical fires.

Explosive – A chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.

Fire Pump **–** A pump that supplies water flow and pressure to a sprinkler system.

Flammable Liquid

Class IA – Flash point less than 73° Fahrenheit boiling point less than 100° Fahrenheit. (Ex. petroleum ether and pentane)

Class IB – Flash point less than 73° Fahrenheit, boiling point equal to or greater than 100° Fahrenheit. (Ex. gasoline and toluene)

Class IC – Flash point equal to or greater than 73° Fahrenheit, but less than 100° Fahrenheit. (Ex. xylene)

Flammable Solid – A non-explosive material that is capable of producing fire as a result of friction or heat retained from production.

Flash Point – The minimum temperature at which the liquid produces a sufficient concentration of vapor above it that it forms an ignitable mixture with air. The source of ignition need not be an open flame, but could equally be, for example, the surface of a hot plate, or a steam pipe.

Hydrostatic Testing – Pressure testing of a fire extinguisher to verify its strength against unwanted rupture.

Means of Egress – A continuous and unobstructed way of travel from any point in a building or structure to a public way consisting of three separate and distinct parts: (1) the exit access, (2) the exit, and (3) the exit discharge.

Exit Access – The portion of an exit route that leads to an exit.

Exit Discharge – The part of the exit route that leads directly outside or to a walkway, refuge area, public way, or open space with access to the outside.

NC-DPI – North Carolina Department of Public Instruction

NEC – National Electric Code

NFPA – National Fire Protection Association. An organization that promotes and improves fire protection and prevention.

OSHA – Occupational Safety and Health Administration. A federal agency under the Department of Labor that publishes and enforces safety and health regulations.

Oxidizer – A chemical other than a blasting agent or explosive, that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases.

SDS – Safety Data Sheet. A document which describes pertinent information related to the use of a chemical product, including its physical and health hazards, the permissible exposure level, precautions for safe handling, spill cleanup, emergency and first aid procedures, Personal Protective Equipment (PPE) needs, and the name and telephone number of who can be contacted to obtain emergency procedures or other related information.

Sprinkler System – An integrated system of piping and sprinklers installed in an area or building to suppress or extinguish a fire when activated.

Standpipe System – An arrangement of piping and hose connections installed in a building with the hose connections located so water can be discharged in streams or spray patterns through attached hose and nozzles.

18.0 REFERENCE DOCUMENTS

National Fire Protection Association. **NFPA 10 Standard for Portable Fire Extinguishers**.

National Fire Protection Association. **NFPA 13 Standard for the Installation of Sprinkler Systems.**

National Fire Protection Association. **NFPA 17A Standard for Wet Chemical Extinguishing Systems**.

National Fire Protection Association. **NFPA 25 Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems**.

National Fire Protection Association. **NFPA 72 National Fire Alarm Code®**.

National Fire Protection Association. **NFPA 96 Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations**.

National Fire Protection Association. **NFPA 101 Life Safety Code.**

North Carolina Occupational Safety and Health Administration. **Occupational Safety and Health Standards for General Industry:** *1910.106, Flammable/Combustible Liquids.* Raleigh, NC: N.C. Department of Labor.

North Carolina Occupational Safety and Health Administration. **Occupational Safety and Health Standards for General Industry:** *1910.157, Portable Fire Extinguishers.* Raleigh, NC: N.C. Department of Labor.

APPENDIX

1. Monthly Exit Sign and Emergency Light Log

2. Principal's Monthly Safety and Sanitation Inspection Report

PITT COUNTY SCHOOLS

MONTHLY EXIT SIGN AND EMERGENCY LIGHT LOG

Identification #	LOCATION	WORKING?	COMMENTS
EL-01	*Hallway near Classroom 102*	*Yes*	*Example*

SCHOOL: _____

INSPECTED BY: _____ **DATE:** _____

Abbreviation "ES" shall refer to Exit Signs
Abbreviation "EL" shall refer to Emergency Lighting
Abbreviation "ES / EL" shall refer to an Exit Sign / Emergency Lighting combo unit

PRINCIPAL'S MONTHLY SAFETY AND SANITATION INSPECTION REPORT

Fire & Safety Inspection

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)).

School _____ Month _____, 20_____

Last fire drill held on _____ at _____
(month) (day) (time)

Time consumed in evacuation of building _____ min. _____ sec.

If time varies measurably from previous evacuation, explain _____

_____

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)

		First		Second	
	Insert day of month	_____		_____	
		Yes	No	Yes	No
1.	All corridors, halls, and stairways are clear of obstructions and trip hazards……..	( )	( )	( )	( )
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 a 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 accumulation 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 a competent technician.……	( )	( )		
14.	Science chemicals are maintained in a locked storage room to prevent unauthorized access……...	( )	( )		
15.	Electrical breaker panels have 36 inches of clearance…… ……..	( )	( )		
16.	Extension cords are limited to temporary use and unplugged after temporary use……...	( )	( )		
17.	Playgrounds and playground equipment are in good condition and free from visible hazards (Applicable Schools)……..(	)	( )		
18.	Comments attached……..…..	( )	( )		

PRINCIPAL'S MONTHLY SAFETY AND SANITATION INSPECTION REPORT Cont.

Fire & Safety Inspection Cont.

19. Date last Principal's Monthly Fire Drill and Inspection Report was made as prescribed by G.S. 115C-525(b) _____ (date)

20. Last fire safety inspection as prescribed by 115C-525(b) was conducted by _____ (inspector) (date)

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

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) _____ (principal) (date)

Sanitation Inspection

		Yes	No
22.	Does municipal or on-site water supply system appear to be adequate and safe for human consumption (absence of offensive taste, odor, foreign matter)? …….	( )	( )
23.	Are drinking fountains in good repair, provided with adequate water pressure, and regulated? ……..	( )	( )
	Are drinking fountains cleaned – especially inside guard? ……..	( )	( )
	Are floor and wall areas cleaned routinely behind drinking fountains? ……..……..	( )	( )
24.	Does municipal or on-site sewage disposal system appear to be functioning properly? ……..	( )	( )
	If a nitrification field is utilized, does it appear to be functioning properly and is vegetation controlled (absence of surfacing effluent, erosion, or standing water)? ..……..	( )	( )
25.	Are toilet floors, walls, and ceilings in good repair and cleaned routinely? …….	( )	( )
	Are toilet fixtures in good repair and cleaned routinely? …….	( )	( )
	Are toilet rooms free of odors? …….	( )	( )
	Are lavatories in good repair (absence of leaking faucets)? …….	( )	( )
	Are soap, towels, and waste containers provided? ……..……..	( )	( )
26.	Are floors, walls, and ceilings in good repair and cleaned routinely? ……..……...	( )	( )
27.	Are ledges on blackboards, wall maps, bulletin boards, windowsills, etc. cleaned routinely? ……	( )	( )
28.	Are areas behind the radiators cleaned routinely? ……	( )	( )
29.	Are storage areas and utility sinks cleaned routinely? ……..…….	( )	( )
	Is storage arranged so as to facilitate cleaning? ……	( )	( )
30.	Are building free of rodents and other vermin? ……	( )	( )
	Are premises free of those conditions that promote insect and rodent breeding? ……	( )	( )
31.	Are light fixtures, windows, drapes, blinds, and transoms in good repair and cleaned routinely? ……..	( )	( )
32.	Is ventilation equipment such as air conditioners, vents, etc., in good repair and cleaned routinely? …….	( )	( )
33.	Is solid waste and/or garbage properly stored prior to disposal? ……..	( )	( )
	Are facilities for washing dumpsters and/or garbage cans provided and are containers cleaned routinely? ..……..	( )	( )
34.	Are gymnasium facilities and shower floors and walls in good repair, free of odors and mildew, and cleaned routinely? …….	( )	( )
	Are personal items, athletic equipment, etc., properly stored? …….	( )	( )
35.	Are premises and surroundings free of litter? ……...	( )	( )

Signed _____ _____
(Name) (Title)

Comments _____

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