**PRINCIPAL’S MONTHLY FIRE DRILL AND INSPECTION REPORT**

INSTRUCTION: 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 chare, 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 December

School  Administrative Unit

A. Last fire drill held on December 19 at 9:10 a.m o’clock

 (month) (day)

 Time consumed in evacuation of building 2 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.) **Inspection this month**

 **First Second**

 Inspection day of month

 **Yes No Yes No**

 1. All corridors, halls, and tower stairways are clear [ ]  [ ]  [ ]  [ ]

 2. All doors used for exits are plainly marked, in good

working order, and are unlocked and unobstructed when building

is in use [ ]  [ ]  [ ]  [ ]

 3. Storage rooms are locked when not in use [ ]  [ ]  [ ]  [ ]

 4. Supplies, such as oily rages, mops, etc., are stored in

in a well-ventilated place or in an approved metal container with

self-closing lid [ ]  [ ]  [ ]  [ ]

 5. Combustible liquids are stored in approved containers

with vapor-tight covers in proper locations:

 Gasoline, kerosene [ ]  [ ]  [ ]  [ ]

 Laboratory supplies [ ]  [ ]  [ ]  [ ]

 Paints, oils, cleaners [ ]  [ ]  [ ]  [ ]

 6. All accumulations of trash and rubbish have been

removed daily from all buildings on the premises [ ]  [ ]  [ ]  [ ]

 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. 115-C-525(b)

10. Date of last fire safety inspection as prescribed by 115C-525(b) was conducted by       (person) on       (date).

11. Date of electrical inspection as prescribed by 115C-525(b) was conducted by       (person) on       (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)

Superintendent’s Copy – White Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Copy - Green