

PRINCIPAL'S MONTHLY FIRE DRILL AND INSPECTION REPORT Form 2906

INSTRUCTIONS: G.S. 115C-288 (d) requires each principal "to conduct a fire drill during the first week after opening of school and thereafter at least one fire drill each 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 January, 20 20
 School Willow Springs Elementary School Administrative Unit Wake County
 A. Current Fire Drill (Month January (Day) 15 at 10:00 (o'clock)
 Time consumed in evacuation of building Minutes 1 Seconds 25
 If time varies measurable from previous evaluation, explain _____
 Person conducting the Fire Drill Melissa McIver Notification method used Fire Pull Station Cafeteria
 Were special conditions simulated No Weather conditions at time of drill Cloudy
 Problems encountered None

B. Inspection for the purpose of keeping all buildings on this school site safe from accumulations 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					
	Insert day of the month	FIRST		SECOND		
		1/3/2020	Yes	No	1/13/2020	Yes
1. All corridors, halls and stairways are clear of obstructions.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. All doors used for exits are plainly marked, in good working order, and are unlocked and unobstructed when building is in use.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Evacuation plan is posted in all occupied classrooms and assembly areas.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Emergency exit lights are illuminated and exit signs are visible.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Emergency lighting is in operable condition.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Chemicals used for both instructional purposes and maintenance are labeled and stored in proper containers and location. (SDS) Safety Data Sheets are available on campus for review of any hazardous material stored on premises.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Materials susceptible to spontaneous ignition, such as oily rags shall be stored in a listed disposal container with a self-closing lid.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Flammable/Combustible liquids are stored in approved containers with vapor-tight covers in proper locations:						
Gasoline, kerosene	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Laboratory supplies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paints, oils, cleaners	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. All accumulations of trash and rubbish have been removed daily from all the buildings on the premises.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Portable fire extinguishers have been checked monthly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Comments	_____					

14. Last semi-annual fire safety inspection performed by the Wake County Fire Marshal's Office as prescribed by G.S. 115C-525(b) was conducted by Brittany Hocutt 30-Jan-20
 (Person) (Date)

C. I certify that pursuant to G.S. 115C-525(b) (4), I have removed or corrected all fire hazards know to me, and/or that I have notified the superintendent / risk management in writing of those hazards that I could not remove or correct. (Copy attached)

Kate Miller/Melissa McIver 11/22/2019
 Principal/Asst. Principal Signature Date

* REQUIRED -- This form must be emailed to Risk Management --- rm-fdrill-insp-rpts@wcpss.net
 * REQUIRED -- The Principal must maintain an electronic copy ready for print, or paper copy on file
 * For Questions contact Robert "Robin" Pace PH: 919-588-3454 or Jackson Byrd 919-588-3470
 Rev 10/12/2018 WCPSS Risk Management