

Each year the Fire Marshall reports contain many items that should be eliminated by the school itself. Namely, rubbish in furnace rooms, coal rooms, hallways, and under stairways. The switch boxes should be checked and properly fused according to State regulations with 20 amp. fuses, exit signs kept in order, EXIT doors should be kept unlocked and electrical equipment checked periodically.

It is definitely the responsibility of each principal to keep a close check of these items.

Fire Inspection Safety Chart: Each principal is required to fill out the Fire Safety Inspection Chart.

With your cooperation, many of these fire hazards can be eliminated.

A fire Drill Record must be kept and mailed to the Fire Marshall's Office at the end of the school year.

## SCHOOL SAFETY - FIRE DRILLS AND REGULATIONS

All principals and teachers shall observe the following regulations:

1. Use the Fire Drill Manual prepared by the State Fire Marshal's office as the regulations and procedures for the fire drills.
2. Evacuate the Building immediately in case of fire and promptly notify the local fire department.
3. Keep fire drill records, as shown below, available for inspection.

## FIRE DRILL REPORT

19\_\_ - 19\_\_

Month	Day	Hour	Summary of Drill

4. Keep records of the recharging of fire extenguishers.
5. Conduct special fire safety classes for teachers and custiodians, including instruction in the use of fire extinguishers.
6. Have at least one fire drills each month of the school year. Have variations in the drills as suggested, and execute from time to time so that all pupils are familiar with procedures.
7. Keep all exits unlocked and all fire signals in order. Report needed signal repairs to the Director of Facilities Operations promptly.
8. Refer to the Fire Drill Manual frequently.

Mingo County Schools

FIRE DRILL MONTHLY REPORT  
(Due before the 10th day of the following month)

TO

Assistant Superintendent

FROM

Name of School

Conducted Fire Drills On: