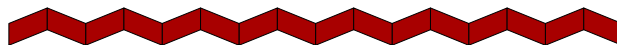




FIRE MARSHAL INSPECTIONS



Safety & Security Fact Sheet

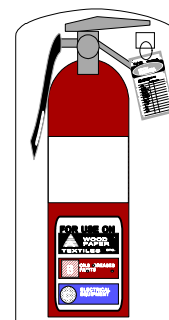
Fire Marshals from the Fairfax County Fire Department conduct annual inspection of all schools each fall. They will arrive unannounced, usually during the morning hours. The following list of items is provided to assist you in preparing for the inspection:

✓ FIRE SAFETY MANUAL

The inspector will review log entries and fire drill forms that are located in the manual.

✓ DECORATIVE MATERIAL

Refer to the *Guidelines for Displays and Decoration in Schools*, which can be found in the **Fire Safety Manual**. Check student art displays in the halls for compliance.



✓ EXITS

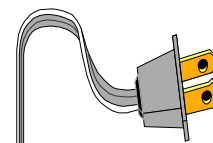
Make sure all EXIT signs are illuminated and clearly visible. Check the panic bars on doors for operation. Maintain clear access to all exits.

✓ STORAGE

Check your electrical rooms to ensure that materials are not stored near electrical equipment or kilns. Do not store anything higher than two feet below the ceiling. Gasoline must be stored in approved safety cans.

✓ ELECTRICAL CORDS

Refer to the *Guidelines for the Use of Electrical Extension Cords for Computers* located in the **Fire Safety Manual**. Do not use extension cords or non-approved multiple receptacle adapters.



If you need assistance, call the safety section at 571-423-2010.