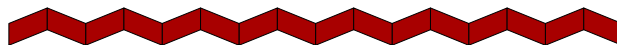




# DAILY FIRE PREVENTION SAFETY INSPECTIONS



## Safety & Security Fact Sheet

Regulation 7352 (most recent version) Safety Procedures--Fires, Fire Alarms, Fire Drills, and Fire Safety Manual, details guidelines that schools must follow to prevent fire, how and when fire drills are practiced, and what to look for when conducting school-based inspections. The following guide should be used by school-based personnel to conduct daily fire inspections of the building.

- ✓ **HALLS** - Make sure that halls are not blocked or have any trip hazards that would impede an emergency evacuation. Make sure that paper displays in the halls follow the *Guidelines For Displays and Decorations In Schools* found in the **Fire Safety Manual** and reproduced on the reverse side of this sheet.
- ✓ **STAIRS** - Make sure that landings are not used for storage. Handrails must be securely mounted.
- ✓ **FIRE DOORS** - These doors are usually located at the top of stairs and often at division points in the school, such as the beginning of a new wing. It is vital that these doors are not blocked open since they act to prevent the spread of deadly smoke during a fire. Fire doors may be held open by electromagnetic catches since these are connected to the fire alarm system.
- ✓ **EXIT SIGNS** - These signs are illuminated by two lamps. Make sure that both lamps are functioning properly.



- ✓ **EXIT DOORS** - Test the panic bars on all doors to make sure that they open easily. Push the door completely open to see if the operation of the door is impeded by objects accidentally left in front of the door or the build up of snow or ice in the winter. Chains and padlocks are not allowed to secure doors!

### ✓ **DOCUMENTATION OF INSPECTIONS**

Document all inspections conducted by school personnel by making an entry in the *Fire Activity Log* section of the **Fire Safety Manual**. If any problems are found, this is where a note can be made so that the corrective action by school staff, maintenance services, or field services can be monitored.

**HELPFUL HINT:** Some schools have written a number or letter code beside each alarm pull station, fire extinguisher, alarm horn, and exit door. By keeping a plan of the school in the **Fire Safety Manual**, with the key to the numbering plan marked, maintenance personnel can quickly identify the location of any problem described on a work order.

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