FIRE SAFETY SCHOOL CHECKLIST

1. Emergency, Fire Safety and Evacuation Plans

	Yes	No	N/A
1. Do your fire safety and evacuation plans conform to Indiana Fire Code standards **AND** is it updated annually? **(Sec. 404)**	☐	☐	☐
2. Is there a list of 24-hour emergency phone numbers? **(404.3.1 (8))**	☐	☐	☐
3. Are your plans available to employees and do you have updated annual training documentation? **(404.5 & 406.2)**	☐	☐	☐
4. Are occupant load signs accurate, securely placed and enforced to prevent overcrowding? **(1004.3, 403.4)**	☐	☐	☐
5. Are announcements prepared and given not more than 10 minutes prior to the event to notify the occupants of exit locations in theaters, auditoriums and similar assembly spaces **(408.2.2)**	☐	☐	☐
6. In cases of a special events, has the fire department been notified? **(IC 22-14-3-1(c), IC 22-14-3-1 (d))**	☐	☐	☐

2. Systems Records

	Yes	No	N/A
1. Are your **annual fire alarm, sprinkler, fire extinguisher** (as well as monthly visual inspection)**, fire pump (if applicable)** records up to date and absent of deficiencies? **(901.6)**	☐	☐	☐
2. Do you have a **private fire hydrant**? If so, are annual inspection records up to date? *Note: Not all hydrants are publicly owned. If you are in doubt contact your local water department.* **(901.6)**	☐	☐	☐
3. Are your **annual emergency backup generator** records or 90-minute load test up to date and absent of deficiencies? **(604.3)**	☐	☐	☐
4. Are your semi-annual **kitchen hood and suppression system** records up to date and absent of deficiencies? **(901.6)**	☐	☐	☐

3. Sprinkler System/Standpipes/FDCs

	Yes	No	N/A
1. Are sprinkler control valves operational and free of corrosion? Free from storage, debris or obstructions? **(901.6)**	☐	☐	☐
2. Does the FDC have proper signage and is clear of visual obstructions and have proper caps/covers? **(912.2)**	☐	☐	☐

4. Alarm System   Yes   No   N/A

	Yes	No	N/A
1. Is the fire alarm panel clear of all troubles, alarms and supervisory signals? Accessible? Free of storage/debris? **(901.6, 907.8)**	☐	☐	☐
2. Is the smoke detector sensitivity test available and free of deficiencies? **(907.8.3)**	☐	☐	☐

5. Exits and Egress   Yes   No   N/A

	Yes	No	N/A
1. Are required *exit accesses*, *exits* and *exit discharges* continuously maintained free from obstructions or impediments to full instant use in the case of fire or other emergency? **(1030.1)**	☐	☐	☐
2. Are all emergency and exit lights illuminated and functional? **(1104.3, 1104.5)**	☐	☐	☐
3. Are exit signs visible throughout the facility? Are there decorations obstructing any of them? Does signage create confusion? **(1030.4)**	☐	☐	☐

6. Fire/Smoke Doors   Yes   No   N/A

	Yes	No	N/A
1. Free of obstruction (chairs, boxes, carts, etc.)? Workable, not wedged, closes with alarm activation completely and latches? If connected to the fire alarm system, is the magnetic system operational? **(703.2)**	☐	☐	☐

7. Electrical   Yes   No   N/A

	Yes	No	N/A
1. Are all electrical panels unobstructed? **(605.3)**	☐	☐	☐
2. Are all electrical hazards abated and electrical equipment not modified or damaged? **(605.1)**	☐	☐	☐
3. Multiplug cube adapters and unfused power taps not complying with NFPA 70 shall be prohibited. **(605.4)**	☐	☐	☐
4. Are all power strips plugged directly into a permanent receptacle. **(605.4.2)**	☐	☐	☐
5. Are extension cords used **ONLY** temporarily for portable appliances and plugged directly into receptacles? **(605.5 & 605.5.1)**	☐	☐	☐
6. Are all junction boxes, switches and outlets covered with an approved cover and undamaged? **(605.6)**	☐	☐	☐

8. Interior

	Yes	No	N/A
1. Is all decorative material suspended from walls and ceilings throughout the facility fire retardant in accordance with NFPA 701? **(807.1)**	☐	☐	☐
2. Is artwork in corridors limited to 10% of the ceiling and 20% of the walls? *Note: Artwork suspended from the ceiling shall also be NFPA 701 compliant.* **(807.1.2 & 807.4.3)**	☐	☐	☐
3. Is the facility free of any and all open flames? **(308.1)**	☐	☐	☐
4. Are all compressed gas cylinders secured to prevent falling? **(5303.5.3)**	☐	☐	☐

_____
Name and Title of School Official Conducting Event

_____
Signature and Event Date

Inspection in accordance with **IC 22-14-3-1(d)**