



## Schools: Fire Prevention Checklist

The extent of a school's fire exposures will be determined by the scope of operations, access to the public, physical location, and the construction of the facility. The primary cause of school-related fires alternates between cooking-related fires and incendiary fires. In lower grades, cooking fires account for the greatest fire frequency, while in higher grades, school incendiary or suspicious fires have the highest frequency. The following areas should be reviewed to provide a comprehensive exposure assessment.

Facilities	Yes	No	N/A
Is the facility in compliance with local building and fire prevention codes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is the date of the last inspection of the facility by the local fire department?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have any renovations and/or alterations been made since the last inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are concealed spaces properly fire-stopped, or otherwise protected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there fire exposures from adjacent buildings or structures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stairways, elevator shafts, escalator openings, or other vertical openings enclosed with fire barriers or protected with approved automatic sprinkler systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the HVAC system properly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are air circulation systems designed to automatically shut down in the event of a fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the building have a sprinkler system that is installed and maintained in conformance with NFPA 13, Standard for Installation of Sprinkler Systems, published by the National Fire Protection Association (NFPA)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are buildings protected by a fire alarm system that provides both manual and automatic initiation devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are smoke detection and fire alarm systems provided for each enclosed room or area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire suppression and alarm systems covered by maintenance and service contracts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the alarm system include both manual and automatic initiation devices that provide immediate evacuation notification to the occupants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a voice communication system installed to notify students, staff, and visitors of an emergency and provide directions, as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the furnishings and decorations of the building fire-retardant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the electrical system appear to be in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	Yes	No	N/A
Are electrical cords and connections for appliances inspected before use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is electrical equipment that is used in wet areas, such as restrooms and outside locations, provided with ground fault protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Exits

Are assembly areas, such as auditoriums and gymnasiums, provided with the required number of emergency exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are access roads provided for buildings when any point of a building's exterior is located more than 150 ft (45.7 m) from a roadway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the locations of fire exits indicated by clearly visible signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire exits provided with panic hardware and not locked by chains or padlocks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are access routes to emergency exits freely accessible at all times and not used to store materials, such as desks, sports equipment, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are rooms over 250 ft <sup>2</sup> (76.2 m <sup>2</sup> ) provided with at least one outside window for rescue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit corridors at least 6-ft (1.8-m) wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Storage Areas

Are consumable supplies, such as glues, office paper, work uniforms, and cleaning supplies, stored in conformance to local fire code requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are supplies stored on stable surfaces, in stable configurations, and not blocking access to fire and emergency exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are supplies and stock located at least 3 ft (0.9 m) from heating units and ductwork?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are storage rooms, trash rooms, and similar areas separated from other areas by one-hour fire barriers or protected by automatic sprinklers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are lawnmowers and other fuel-powered equipment stored in a separate building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable liquids used and stored according to the requirements of NFPA 30, Flammable Liquids Code?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are laboratory chemicals stored according to the requirements of NFPA 45, Standard on Fire Protection for Laboratories Using Chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there are aboveground or underground storage tanks for flammable/combustible liquids on site, is the access to the storage tanks restricted by fencing, location, or other means to ensure that unauthorized persons cannot enter the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Operations

If there are kitchen facilities, are they equipped with fire protection and suppression systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are kitchen appliances inspected on a regular basis, but at least annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are kitchen appliances equipped with easily accessible and removable non-combustible grease filters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	Yes	No	N/A
Are risk controls in place for specialized hazards, such as those present in woodworking, metalworking, or other vocational classrooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If arts and crafts are displayed in hallways, is the volume of these displays limited to no more than 20 percent of the wall space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are arts and crafts displays configured to maintain at least 36-in (91.4-cm) clearance from ignition sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If smoking is allowed on the premises, is it restricted to certain areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an emergency action plan for the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire drills conducted on at least a monthly basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are evacuation procedures reviewed with visitors, prior to the start of special events, such as stage productions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all exterior areas of the business property illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exterior doors and windows of the building(s) secured from unauthorized access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does a fence protect the perimeter of the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a closed-circuit television (CCTV) system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is trash removed from outside and inside areas daily and placed in a secure storage room or area, while awaiting disposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are bathrooms, lavatories, and locker rooms regularly monitored by attendants or guard patrols, and accumulation of waste paper and linen removed frequently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are visitors and students prohibited from roaming freely throughout the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are access control systems, such as coded badges, keys, or biometric scanning systems, used to limit access to storage rooms, heating plants, and similar areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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