

OPTIONAL INFORMATION	
Name of School:	Date of Inspection:
Vocational Program/Course/Room:	Signature of Inspector:

**ALARM SYSTEMS AND EVACUATION PLANS
SELF INSPECTION CHECKLIST**

Guidelines: This checklist covers regulations issued by the New Jersey Department of Community Affairs under the Uniform Fire Code (N.J.A.C. 5:70) and the Uniform Construction Code Enhancements for public school facilities (N.J.A.C. 5:23-3.11A). It also includes regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standards 29 CFR 1910.37, 1910.38, 1910.39, 1910.164 and 1910.165. The Uniform Fire Code has adopted the model code of the Building Officials and Code Administrators International, Inc. known as the "BOCA National Fire Prevention Code/1996" by reference as well as the National Fire Protection Association (NFPA) Standard for the National Fire Alarm Code (NFPA Standard 72, last updated in winter 2011) as it applies to inspection, testing and maintenance. This checklist applies to fire detection and alarm systems installed to alert students and school district employees to fire and other emergency hazards. It also applies to establishment of fire and emergency action plans, which are cross-referenced in school safety and health plans required by N.J.A.C. 6A:19-6.5. The local fire official should be consulted for clarification regarding interpretation of these regulations.

The OSHA code for emergency action and fire prevention plans under 1910.38 must be implemented only when required by another OSHA standard. Even though it may not be required in your situation, development of an emergency action and fire prevention plan is highly recommended. Fire alarm and detection systems installed in full compliance with existing building codes may not have to be upgraded to meet existing code regulations. Detailed annual testing requirements of automatic and manual fire alarm systems and fire detection systems have not be included in this checklist. For this information, please consult 29 CFR 1910.164, 1910.165, BOCA F-513.2 and NFPA 72. Implementation of some or all of the regulations may not be the responsibility of an individual classroom teacher. The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*).

Please Circle

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| 1.* | Is your school equipped with automatic fire alarm and fire detection systems? [N.J.A.C. 5:70-4.9(a)8 and 5:23-3.11A(c)] | Y N N/A DK |
| 2.* | Is your school equipped with a manual fire alarm system? [N.J.A.C. 5:70-4.10(a)2 and 5:23-3.11A(c)1] | Y N N/A DK |
| 3.* | Are manual fire alarm boxes provided in the natural path of escape for areas which serve 50 or more persons? [N.J.A.C.5:23-3.11A(c)2] | Y N N/A DK |
| 4.* | Is the distance to any manual fire alarm box no more than 200 feet of unobstructed horizontal distance on the same floor? [N.J.A.C. 5:23-3.11A(c)2] | Y N N/A DK |
| 5.* | Is disabling, tampering or interfering with fire detectors and the fire alarm system prohibited? [N.J.A.C. 5:70-3.2(a)5viii {F-504.2.1}] | Y N N/A DK |
| 6.* | Are at least two fire drills performed during the first two weeks of a school term (semester)?
[N.J.A.C. 5:70-3.2{BOCA F-703.2}]
Note: Fire drill frequency requirements apply to schools of two or more rooms, or of a school of one room when located above the first story of a building. Where the weather is severe, drills may be curtailed during the winter months. | Y N N/A DK |

Comments/Corrective Action

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| 7.* | Are two fire drills and one security drill performed each month within school hours? [N.J.A.C. 5:70-3.2{BOCA F- | Y N N/A DK |
| 8.* | If school buildings have been provided with fire escapes, are they used by a portion or by each pupil performing every fire drill? [N.J.A.C. 5:70-3.2{BOCA F-703.2}] | Y N N/A DK |
| 9.* | Are records maintained on each fire drill including the 1) date of the drill; 2) time of the drill; 3) weather conditions; 4) number of occupants evacuated; and, 5) total time for evacuation? [N.J.A.C. 5:70-3.2{BOCA F-703.3}] | Y N N/A DK |
| 10.* | Is every occupant evacuated in each fire drill? [N.J.A.C. 5:70-3.2{BOCA F-703.4}] | Y N N/A DK |
| 11.* | Is each alarm and fire detection system maintained in operating condition except when undergoing repair or maintenance? [29 CFR 1910.37(a)(4), 1910.37(e), 1910.164(c)(1), 1910.165(d)(1) and N.J.A.C. 5:70-3.2{BOCA F-504.1}] | Y N N/A DK |
| 12.* | If a fire alarm or fire detection system is out of service for any reason, then is proper notice given to the local fire department? [N.J.A.C. 5:70-3.2{BOCA F-504.5}] | Y N N/A DK |

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| 13.* | Is the local fire department immediately notified of any fire in a school building or on school grounds?[N.J.A.C. 5:70-3.2{F-703.7}] | Y N N/A DK |
| 14.* | Is the local fire department provided the data concerning any fires to the New Jersey Division of Fire Safety at least annually?[N.J.A.C. 5:70-3.2{F-703.7}] | Y N N/A DK |
| 15.* | Are heat and fire detectors visually inspected at 12-month intervals to ensure each detector remains in good physical condition and there are not changes affecting detector performance, such as building modifications, occupancy hazards and environmental effects? [N.J.A.C. 5:70-3.2{BOCA F-514.2}] | Y N N/A DK |
| 16.* | Is the servicing, maintenance and testing of fire alarm and fire detection systems, including cleaning and necessary sensitivity adjustments only performed by qualified personnel? [29 CFR 1910.164(c)(4) and N.J.A.C. 5:70-3.2{BOCA F-513.1, F-514.1 and NFPA 72}] | Y N N/A DK |
| 17.* | Are fire detectors that need to be cleaned of dirt, dust or other particulates cleaned at regular periodic intervals? [29 CFR 1910.164(c)(5)] | Y N N/A DK |
| 18.* | Is fire detection equipment that is installed outdoors or in the presence of corrosive atmospheres protected from corrosion? [29 CFR 1910.164(d)(1)] | Y N N/A DK |

Note: A canopy, hood, or other suitable protection must be provided to prevent corrosion.

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| 19.* | Is fire detection equipment protected from mechanical or physical impact which then might render it inoperable?
[29 CFR 1910.164(d)(2)] | Y N N/A DK |
| 20.* | Has everyone been instructed on the preferred methods for reporting emergencies? [29 CFR 1910.165(b)(4)] | Y N N/A DK |
| 21.* | Have procedures been established for sounding emergency alarms? [29 CFR 1910.38(d) and 1910.165(b)(5)] | Y N N/A DK |
| 22.* | Is the alarm capable of being perceived above ambient noise or light levels by everyone in the area? [29 CFR 1910.165(b)(2)] | Y N N/A DK |
| 23.* | Are alarms distinctive and recognizable as a signal to evacuate the building or to perform actions designated under the emergency action plan? [29 CFR 1910.37(e), 1910.38(d) and 1910.165(b)(3)] | Y N N/A DK |
| 24.* | Are manually operated actuation devices which are used in conjunction with alarm systems, unobstructed, conspicuous and readily accessible? [29 CFR 1910.165(e)] | Y N N/A DK |

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25.* Is there a written emergency plan including items listed below? [29 CFR 1910.38(c)] Y N N/A DK

- (a) Procedures for reporting a fire or other emergency;
- (b) Procedures for emergency evacuation, including type of evacuation and exit route assignments;
- (c) Procedures to be followed by individuals who remain to operate critical operations before they evacuate;
- (d) Procedures to account for individuals after evacuation;
- (e) Procedures to be followed by individuals performing rescue or medical duties; and,
- (f) The name or job title of individual(s) who may be contacted to get more information about the plan.

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| 26.* | Is there a written fire prevention plan including items listed below? [29 CFR 1910.39(c)] | Y N N/A DK |
| | <ul style="list-style-type: none"> (a) A list of major fire hazards, proper handling and storage procedures for hazardous materials, potential ignition sources and their control, and the type of fire protection equipment necessary to control each major hazard; (b) Procedures to control accumulations of flammable and combustible waste materials; (c) Procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials; (d) The names or titles of personnel responsible for maintaining equipment and systems installed to prevent or control ignitions or fires; and (e) The names or titles of personnel responsible for control of fuel source hazards. | |
| 27.* | Is the written emergency and fire prevention plan made available for review by affected individuals? [29 CFR 1910.38(b) and 1910.39(b)] | Y N N/A DK |
| 28.* | Has training been provided to designated individuals who will assist in the safe and orderly emergency evacuation of building occupants? [29 CFR 1910.38(e)] | Y N N/A DK |
| 29.* | Has the emergency and fire prevention plan been reviewed with affected individuals? [29 CFR 1910.38(f) and 1910.39(d)] | Y N N/A DK |
| 30.* | Do emergency control functions occur automatically and not interfere with power for lighting and operating any elevators? | Y N N/A DK |

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For more information on fire safety codes and standards, please go to the NFPA website:

http://www.nfpa.org/aboutthecodes/list_of_codes_and_standards.asp

Comments/Corrective Action