

Principals shall have the following duties regarding fire hazards during periods when they are in control of a school:

- A. Every Principal or his/her designee shall make certain that all corridors, halls, and tower stairways which are used for exits shall always be kept clear and that nothing shall be permitted to be stored or kept in corridors or halls, or in, on or under stairways that could in any way interfere with the orderly exodus of occupants. The Principal shall make certain that all doors used for exits shall be kept in good working condition. During the occupancy of the building or any portion thereof by the public or for school purposes, the principal shall make certain that all doors necessary for prompt and orderly exodus of the occupants are kept unlocked.
- B. Every Principal or his/her designee shall make certain that no electrical wiring shall be installed within any school building or structure or upon the premises and that no alteration or addition shall be made in any existing wiring, except with the authorization of the Superintendent or designee. Any such work shall be performed by a licensed electrical contractor, or by a maintenance electrician regularly employed by the Board and approved by the Commissioner of Insurance.
- C. Every Principal or his/her designee shall make certain combustible materials are prohibited from introduction into a school facility.
- D. Every Principal or his/her designee shall make certain that all supplies, such as oily rags, mops, etc. which may cause spontaneous combustion, shall be stored in fire rated metal containers in a well-ventilated place.
- E. Every Principal or his/her designee shall make certain that all trash and rubbish shall be removed from the school building and grounds daily. No trash or rubbish shall be permitted to accumulate in a school attic, basement or other place on the premises.
- F. Every Principal or his/her designee shall inspect each of the buildings in his charge at least twice each month during the regular school session. This inspection shall include cafeterias, gymnasiums, boiler rooms, storage rooms, auditoriums and stage areas as well as all classrooms. This inspection shall be for the purpose of keeping the buildings safe from the accumulation of trash and other fire hazards.
- G. Every Principal or his/her designee shall file a written report each month during the regular school session with the Superintendent. This report shall state the date the last fire drill was held, the time consumed in evacuating each building, that the inspection has been made as prescribed by law and other information as is deemed necessary for fire safety by the Commissioner of Insurance, The Superintendent of Public Instruction and the State Board of Education.
- H. Every Principal or his/her designee shall cooperate in every way with the authorized building inspector, electrical inspector, county fire marshal or other designated person making the inspections required by G.S. 115C-525(b).

- I. Every Principal or his/her designee shall bring to the attention of the Superintendent the failure of the building inspector, electrical inspector, county fire marshal, or other person to make the inspections required by G.S. 115C-525(b).
- J. Every Principal or his/her designee shall call to the attention of the Superintendent or designee all recommendations growing out of the inspections, in order that the proper authorities can take steps to bring about the necessary corrections.

Legal References: G.S. 115C-288,-525