

Kay M Pangle Ph.D. Regional Superintendent  
 Vicki Hensley Assistant Regional Superintendent

## Required Documentation for Health/Life Safety Annual Inspection

NAME OF SCHOOL, DISTRICT #: \_\_\_\_\_

Attached	N/A	CHECKLIST
		<p><b>Safety Reference Plans (Blueprint from 10-yr survey):</b> A complete set of up-to-date safety reference plans should be available at each school and should include a site plan, schematic floor plans, utility information, and attic plan.  <i>Have a Copy Available During the Inspection</i></p>
		<p><b>School Safety Drills:</b> During each academic year, schools must conduct 3 evacuation drills (with at least one with local fire official present), 1 bus evacuation drill that includes instruction in safe bus riding practices for all students, 1 shelter-in-place drill and 1 law enforcement drill. These drills must be documented and submitted to the Regional Superintendent. <i>Submitted by: June 15<sup>th</sup>.</i> (Form available at <a href="http://www.i-kan.org/healthlifesafety">www.i-kan.org/healthlifesafety</a>)  <i>Have a Copy Available During the Inspection</i></p>
		<p><b>Annual Review of Crisis Plans:</b> An annual review report is required to be submitted to the Regional Superintendent to document that at least once during each calendar year a review and update of emergency and crisis response plans, protocols, and procedures and the school drill program has been conducted. (Conducted in the last academic year) (Form available at <a href="http://www.i-kan.org/healthlifesafety">www.i-kan.org/healthlifesafety</a>)  <i>Have a Copy Available During the Inspection Date Conducted:</i></p>
		<p><b>Functional Fire Alarm:</b> The district shall provide evidence that the fire alarm system is being inspected, every 6 mo., and tested annually.  <i>Have a Copy of Annual Test Available During the Inspection Date:</i></p>
		<p><b>Functional Sprinkler System:</b> Where installed, proof of required third party maintenance and testing semi-annually shall be provided to inspector.  <i>Have a Copy of Most Recent Inspection Checklist Available During the Inspection Date:</i></p>
		<p><b>Functional Standpipe System:</b> Where installed, proof of required third party maintenance and testing semi-annually shall be provided.  <i>Have a Copy of Most Recent Inspection Checklist Available During the Inspection Date:</i></p>
		<p><b>Integrated Pest Management:</b> All districts are required to maintain an integrated pest management program as developed by IDPH. <b>Date submitted to IDPH:</b></p>
		<p><b>Monthly Testing of Emergency Lighting Equipment:</b>  <i>Have a Copy of Documentation of Monthly Testing of All Emergency Lighting Equipment Available During the Inspection</i></p>
		<p><b>Annual Bleachers and Grandstands Inspection:</b> <input type="checkbox"/> 3<sup>rd</sup> Party <input type="checkbox"/> Internal Staff  <i>Have a Copy of Inspection Report Available During the Inspection Date:</i></p>
		<p><b>Elevator and Conveyance Systems:</b> Elevators and Chair Lifts must have a current inspection certificate.  <i>Have a Copy of Inspection Report Available During the Inspection Date:</i></p>

I hereby certify that each item on this checklist has been verified and the responses as checked are correct.

Signed: \_\_\_\_\_  
 Principal

Dated: \_\_\_\_\_