

Kay M Pangle Ph.D. Regional Superintendent
 Gregg Murphy Assistant Regional Superintendent

Required Documentation for Health/Life Safety Annual Inspection

NAME OF SCHOOL, DISTRICT #: _____

Attached	N/A	CHECKLIST
		Safety Reference Plans (Blueprint from 10-yr survey): 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>
		School Safety Drills: 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 15th.</i> (Form available at www.i-kan.org/healthlifesafety) <i>Have a Copy Available During the Inspection</i>
		Annual Review of Crisis Plans: 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 www.i-kan.org/healthlifesafety) <i>Have a Copy Available During the Inspection Date Conducted:</i>
		Functional Fire Alarm: 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>
		Functional Sprinkler System: 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>
		Functional Standpipe System: 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>
		Integrated Pest Management: All districts are required to maintain an integrated pest management program as developed by IDPH. Date submitted to IDPH:
		Monthly Testing of Emergency Lighting Equipment: <i>Have a Copy of Documentation of Monthly Testing of All Emergency Lighting Equipment Available During the Inspection</i>
		Annual Bleachers and Grandstands Inspection: <input type="checkbox"/> 3 rd Party <input type="checkbox"/> Internal Staff <i>Have a Copy of Inspection Report Available During the Inspection Date:</i>
		Elevator and Conveyance Systems: Elevators and Chair Lifts must have a current inspection certificate. <i>Have a Copy of Inspection Report Available During the Inspection Date:</i>

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

Signed: _____
 Principal

Dated: _____