

# Fire Safety Checklist for Schools

Date: [Insert Date]

To: [School Name/Principal's Name]

From: [Your Name/Your Position]

Subject: Fire Safety Checklist Compliance

Dear [Principal's Name],

As part of our commitment to ensuring the safety and well-being of our students and staff, we have developed a comprehensive fire safety checklist. Please complete and return this checklist by [insert deadline]. This will help us assess our current fire safety protocols and identify areas for improvement.

## Fire Safety Checklist

- Are fire extinguishers easily accessible and properly maintained?
- Is there a functional alarm system installed throughout the school?
- Are all exit routes clearly marked and free of obstructions?
- Have all staff received training on fire safety procedures?
- Is there a designated assembly point for students and staff?
- Are fire drills conducted regularly?
- Are emergency contact numbers displayed in common areas?

Please provide any comments or additional information regarding specific areas of concern.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]