

## FIRE or EVACUATION DRILL REPORT

SCHOOL:

PRINCIPAL:

PRINCIPAL'S SIGNATURE:

DATE:

TIME OF DRILL:

NUMBER OF STUDENTS TAKING PART:

(When Applicable) NO. OF BUSES

TIME REQUIRED TO COMPLETE EVACUATION:

MIN.

SEC.

TYPE OF DRILL:

Group A: Minimum of one (1) per month for a total of 11.\*

**FIRE: (Primary Route)** ..... \_\_\_\_\_

**(Alternate Route)** ..... \_\_\_\_\_

Group B: Minimum of one (1) per semester for a total of 2.

**SCHOOL BUS:** ..... \_\_\_\_\_

Group C: Minimum of one (1) per semester for a total of 2.

**TORNADO:** ..... \_\_\_\_\_

Group D: Minimum number of drills to be determined.

**LOCK DOWN:** Please specify .....     ALICE     CAUTIONARY.....

Other (Specify):

Check if Operational:      Flashers       Horns       Sound Level

**\*It shall be the duty of the school principal to see that fire exit drills (Group A) for their school are held a minimum of one (1) per month during the school year and any summer months that students are on campus.**

**Two (2) during the first two weeks of the first semester and one (1) per month during the remainder of the school year.**

**At least two (2) per year should use an alternate route.**

Provide a copy of this report to the Code Compliance Department and file one copy in the principal's office for each drill conducted. If an equipment deficiency is found submit a work order to the Maintenance Department immediately. Reports should contain the month, day and hour of the drill, number of pupils taking part, time required to complete the evacuation, type of drill used and any other pertinent information.

NFPA 101, LIFE SAFETY CODE - 15.7.2.3

COMMENTS: