

# REPORT OF FIRE DRILLS

THERE MUST BE AT LEAST ONE DRILL PER MONTH DURING THE SCHOOL YEAR

NAME OF SCHOOL:

DATE:

ADDRESS:

TIME REQUIRED TO EMPTY SCHOOL:

NUMBER OF PUPILS:

DOES EACH ROOM HAVE A LEADER?

YES  NO

DID THEY EXIT IN AN ORDERLY MANNER?

YES  NO

HAS PROVISION BEEN MADE TO MANAGE DISABLED CHILDREN?

YES  NO

REMARKS:

\_\_\_\_\_  
Signature of Principal

► **Fires are not predictable. A regularly used exit may be blocked by FIRE! Did you drill using a blocked exit? (Use an adult holding a sign saying "FIRE".)  YES  NO**

## BASIC INSTRUCTIONS

1. The Fire Gong/Alarm shall not be used except as a signal for the evacuation of the building.
2. Fire Drills should be held frequently at irregular intervals and secret times. Discretion should be used in holding Fire Drills in inclement weather.
3. There must be at least one drill per month during the school year.
4. In case an actual fire breaks out in any part of the building, the first duty of any person discovering the fire is to sound the alarm. No attempt should be made on the part of the teaching staff to extinguish the fire until the safe exit of all pupils is assured.
5. The original Fire Drill form shall be completed on **THE DAY OF THE DRILL** and forwarded to the Office of Risk Management at the School System Central Office within five (5) working days of the drill.
6. A copy shall be maintained in the school office in a file labeled "**FIRE DRILL REPORTS**" followed by numbers designating the current school year. (i.e. 2010/2011)