

Fire Drill Report Form

School Site: _____ Date: _____

Scheduled: _____ Unscheduled: _____

Building Evacuation Time: _____ Minutes

Did teachers take along grade books? Yes _____ No _____

Was attendance taken after evacuation? Yes _____ No _____

Were all students present and accounted for? Yes _____ No _____

Were teachers notified prior to drill? Yes _____ No _____

Were all doors and windows closed? Yes _____ No _____

Was the local fire department notified? Yes _____ No _____ N/A _____

Did the local fire department participate? Yes _____ No _____ N/A _____

Response time of local fire department _____

From what station or device was alarm tested? _____

Comments: _____

Signed: _____

School Administrator