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FIRE DRILL RECORDS

SCHOOL NAME: _____
SCHOOL ADDRESS: _____
CITY, ZIP _____
School District _____

REPORTING YEAR (SCHOOL YEAR) _____
PHONE _____

FIRE DRILLS MUST BE HELD AT THE FOLLOWING TIMES:
 1) **WITHIN 10 DAYS OF THE START OF SCHOOL**
 2) **ONCE A MONTH AT VARYING TIMES**

Retain copies of fire drill records for the current school year, plus two additional years. Maintain in a central location in the building with the fire alarm and suppression system testing and maintenance records. Drill records shall be available to the fire inspector or fire department upon request.

Completed with Local AHJ	Date of Drill	Time of Drill	Evacuation Time (in minutes)	Number of Occupants	Responsible Party	Date Entered (within 3 days of drill)
Y <input type="radio"/> N <input type="radio"/>	JULY	_____	_____	_____	_____	_____
Y <input type="radio"/> N <input type="radio"/>	AUGUST	_____	_____	_____	_____	_____
Y <input type="radio"/> N <input type="radio"/>	SEPTEMBER	_____	_____	_____	_____	_____
Y <input type="radio"/> N <input type="radio"/>	OCTOBER	_____	_____	_____	_____	_____
Y <input type="radio"/> N <input type="radio"/>	NOVEMBER	_____	_____	_____	_____	_____
Y <input type="radio"/> N <input type="radio"/>	DECEMBER	_____	_____	_____	_____	_____
Y <input type="radio"/> N <input type="radio"/>	JANUARY	_____	_____	_____	_____	_____
Y <input type="radio"/> N <input type="radio"/>	FEBRUARY	_____	_____	_____	_____	_____
Y <input type="radio"/> N <input type="radio"/>	MARCH	_____	_____	_____	_____	_____
Y <input type="radio"/> N <input type="radio"/>	APRIL	_____	_____	_____	_____	_____
Y <input type="radio"/> N <input type="radio"/>	MAY	_____	_____	_____	_____	_____
Y <input type="radio"/> N <input type="radio"/>	JUNE	_____	_____	_____	_____	_____

ALL HAZARD DRILL DOCUMENTATION

Date of Drill Type of All Hazard Drill

Y N
 Y N
 Y N