



**S. C. DEPARTMENT OF LABOR, LICENSING AND REGULATION**  
**Division of Fire and Life Safety**  
Office of State Fire Marshal  
141 Monticello Trail Columbia, SC 29203  
*Educational/Institutional Fire Drill Report*

1. Facility/Address: Summerville Elementary  
835 S. Main St  
Summerville SC 29483
2. Person conducting drill: Debbie Cruse
3. Date of drill: 8/29/19 Time: 1:30
4. Weather Condition:  Sunny  Cloudy  Raining  
 Windy  Calm \_\_\_\_\_ Temperature
5. Fire Department notified:  Yes  No  
If so, how?  Telephone  Fire Alarm System
6. Number of occupants evacuated: 588 Students 81 Faculty/Staff
7. All rooms searched to insure evacuation of all:  Yes  No
8. Everyone gathered at designated meeting place:  Yes  No
9. Total time to evacuate: 2:19
10. Remarks:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A record of all fire exit drills shall be kept on the premises. The following minimum information is required per the Standard Fire Prevention Code 809.1.2:

- Identity of person conducting drill.
- Date and Time of drill.
- Notification method.
- Staff members on duty and participating.
- Number of occupants evacuated.
- Any special conditions simulated.
- Problems encountered.
- Weather conditions.
- Time required for complete evacuation.