



Emergency Evacuation Drill Report

A record of all fire exit drills shall be kept on the premises for three years. The following minimum information is required per the International Fire Code: 405.5:

Date of Drill: _____ Time: _____

Facility/Address: _____

Person conducting drill: _____

Weather Condition: ☐ Sunny ☐ Cloudy ☐ Raining ☐ Windy ☐ Calm
Temperature _____

Fire Department notified: ☐ Yes ☐ No

If so, how? ☐ Telephone ☐ Fire Alarm System

Number of occupants evacuated: _____

If a school, the following number were evacuated: _____ Students _____ Faculty/Staff

Were all rooms searched by staff members to insure evacuation of all? ☐ Yes ☐ No

Did everyone gather at designated meeting place? ☐ Yes ☐ No

Any special conditions simulated (i.e. blocked exits)? ☐ Yes ☐ No

A different fire alarm “pull station” was tested for this drill (recommended): ☐ Yes ☐ No

Total amount of time to evacuate: _____

Remarks: (special conditions, problems encountered, etc.):

