



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.):
