

South Carolina Department of Labor, Licensing and Regulation

Division of Fire and Life Safety • Office of State Fire Marshal

141 Monticello Trail Columbia, S.C. 29203 Phone: 803-896-9800 • www.scfiremarshal.llronline.com



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 Temperature____ Fire Department notified: □ No Yes 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.):