



**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: 220 West 5<sup>th</sup> North Street  
Summerville, SC
2. Person conducting drill: Carolyn Thomas
3. Date of drill: 3-18-19 Time: 12:14pm
4. Weather Condition: ☒ Sunny ☐ Cloudy ☐ Raining  
☐ Windy ☐ Calm 70° Temperature
5. Fire Department notified: ☒ Yes ☐ No  
If so, how? ☒ Telephone ☐ Fire Alarm System
6. Number of occupants evacuated: 221 Students 100 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: 7:05
10. Remarks:  
Successful drill

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.