
1. Facility/Address: _____

2. Person conducting drill: _____

3. Date of drill: _____ Time: _____

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: _____ Students _____ Faculty/Staff

7. All rooms searched to insure evacuation of all: † Yes † No

10. Remarks:

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

- 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.