

# SCHOOL DISTRICT FIRE DRILLS RECORD FORM

SEE DIRECTIONS ON THE OTHER SIDE

**School District Name:**

**School Name:**

**Street Address:**

**City:**

**County:**

Date of Fire Drill	Time of Drill	# Students	# Adults	Evacuation Time		Fire Dept. Present?	Remarks:
				Minutes	Seconds		
July _____ 20____							
Aug _____ 20____							
Sept _____ 20____ -							
Oct _____ 20____							
Nov _____ 20____							
Dec _____ 20____							
Jan _____ 20____							
Feb _____ 20____							
Mar _____ 20____							
Apr _____ 20____							
May _____ 20____							
June _____ 20____							

**School Administrator's Signature:**

**Title:**

**Date Signed:**

This form has been developed by the Safety and Buildings Division of the Wisconsin Department of Commerce as a model. Use of this form is not mandated.

WISCONSIN STATUTES - 118.07(2) Once each month, without previous warning, the person having direct charge of any public or private school shall drill all pupils in the proper method of departure from the building as if in the case of a fire, except when the person having direct charge deems that the health of the pupils may be endangered by inclement weather conditions. At least twice annually, without previous warning, the person having direct charge of any public or private school shall drill all pupils in the proper method of evacuation to a safe location as if in the case of a tornado or other hazard. The school board or governing body of the private school shall maintain for at least 7 years a record of each fire drill and tornado or other hazard drill conducted.

**NFPA 10.6\* Fire Drills.**

10.6.1 Where Required. Emergency egress and relocation drills conforming to the provisions of this Code shall be conducted as specified by the provisions of Chapter 20 of this Code or Chapters 11 through 42 of NFPA 101, or by appropriate action of the AHJ. Drills shall be designed in cooperation with the local authorities. [101:4.7.1]

10.6.2\* Drill Frequency. Emergency egress and relocation drills, where required by Chapter 20 of this Code or Chapters 11 through 42 of NFPA 101, or the AHJ, shall be held with sufficient frequency to familiarize occupants with the drill procedure and to establish conduct of the drill as a matter of routine. Drills shall include suitable procedures to ensure that all persons subject to the drill participate. [101:4.7.2]

10.6.3 Competency. Responsibility for the planning and conducting of drills shall be assigned only to competent persons qualified to exercise leadership.

10.6.4 Orderly Evacuation. When conducting drills, emphasis shall be placed on orderly evacuation rather than on speed. [101:4.7.3]

10.6.5\* Simulated Conditions. Drills shall be held at expected and unexpected times and under varying conditions to simulate the unusual conditions that can occur in an actual emergency. [101:4.7.4]

10.6.6 Relocation Area. Drill participants shall relocate to a predetermined location and remain at such location until a recall or dismissal signal is given. [101:4.7.5]

10.6.7\* A written record of each drill shall be completed by the person responsible for conducting the drill and maintained in an approved manner. [101:4.7.6]

**NFPA 20.2.3.2 Emergency Egress Drills.**

20.2.3.2.1\* Emergency egress drills shall be conducted in accordance with Section 10.6 and the applicable provisions of 20.2.3.2.2. [101:14.7.2.1; 101:15.7.2.1]

20.2.3.2.2 Emergency egress drills shall be conducted as follows:

(1) Not less than one emergency egress drill shall be conducted every month the facility is in session, unless both of the following criteria are met:

(a) In climates where the weather is severe, the monthly emergency egress drills shall be permitted to be deferred.

(b) The required number of emergency egress drills shall be conducted, and not less than four shall be conducted before the drills are deferred.

(2) All occupants of the building shall participate in the drill.

(3) One additional emergency egress drill, other than for educational occupancies that are open on a year-round basis, shall be required within the first 30 days of operation. [101:14.7.2.2; 101:15.7.2.2]

20.2.3.2.3 All emergency drill alarms shall be sounded on the fire alarm system. [101:14.7.2.3; 101:15.7.2.3]

## INSTRUCTIONS

On this form, or as an attachment, please note any deficiencies concerning:

- (1) the performance of alarm equipment;
- (2) staff functions;
- (3) student performance;
- (4) obstructions; or
- (5) other factors which may pose a safety hazard or affect the efficient, orderly exiting from the building.

The person having direct charge of the school is responsible for ensuring corrections of deficiencies. The local fire chief can advise school officials in appropriate procedures. Fire officials must be invited to be part of school fire drills.

This form is available from the Internet Web site of the Safety and Buildings Division of the Wisconsin Department of Commerce: <http://commerce.wi.gov/SB/SB-DivForms.html#FirePrev>.

Feel free to make photo copies of the form.