



SCHOOL FIRE DRILL REPORT

Monthly Fire Drill

Within the First 10 Days

School Name/Address:

Person Conducting Drill:

Date:

Time:

Temperature:

Weather Condition:

Initiation Method Used:

Number of employees participating:

Everyone gathered at designated meeting place and accounted for:

Yes

No

Number of occupants evacuated:

Total time to evacuate:

Remarks: *To include special conditions simulated and problems encountered.

2021 South Carolina Fire Code requires:

403.4.1 First emergency evacuation drill. The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.

403.4.2 Time of day. Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires.

403.4.3 Assembly points. Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

405.2 Occupant participation. Emergency fire and evacuation drills shall involve the actual evacuation of occupants to a selected assembly point and shall provide occupants with experience in exiting through required exits.

405.3 Frequency. Required emergency evacuation drills shall be held at least monthly in educational occupancies or more frequently where necessary to familiarize all occupants with the drill procedure.

405.4 Leadership. Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership.

405.5 Time. Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.

405.8 Initiation. Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.

405.9 Accountability. As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for.