


FIRE DRILL REPORT



FIRE DRILL & FIRE ALARM REPORT

Fire drills shall be held a minimum of **10 times** in each school year and, where practicable in the opinion of the principal, at least once a month.

Fire alarms, fire escapes and fire exit doors are to be tested daily.

One copy of this form is to be sent to the superintendent/CEO on the day the fire drill is held. One copy is to be retained by the administrator.

Report #:	Date: Click here to enter a date
School/work site: Select one	
Administrator signature: _____	

Fire drills have been conducted in this school:

a) By standard signal on: Click here to enter a date
Time taken to empty school: seconds
b) By emergency signal on: Click here to enter a date
Time taken to empty school: seconds

NOTE: Any defects in fire alarms and fire escapes are to be reported immediately by telephone and confirmed by memo to the maintenance department.

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