

Minnesota Department of Public Safety - State Fire Marshal Division
SCHOOL FIRE DRILL RECORD AND INSTRUCTIONS

School Name: _____ School Year: _____

State law requires a record of all drills. Please post this form in the office and document the date that the drill takes place, the hour of the day the drill is held, and the time it takes to vacate the building. All students, school personnel and visitors must leave the building in a fire drill. When completed, this form must be kept at the building site for Fire Marshal review.

REGULAR SCHOOL YEAR				SUMMER SESSIONS (If Applicable)			
Fire Drills				Fire Drills			
	Date of Drill	Hour of Day	Vacating Time		Date of Drill	Hour of Day	Vacating Time
1				1			
2				2			
3				3			
4				4			
5				Complete two fire drills per each session of summer school.			
Lock Down Drills				Lock Downs			
	Date of Drill	Hour of Day	Time Elapsed		Date of Drill	Hour of Day	Time Elapsed
1				1			
2				2			
3				Complete one lock down per each session of summer school.			
4							
5							
Tornado Drill				Tornado Drill			
	Date of Drill	Hour of Day			Date of Drill	Hour of Day	
1				1			
Complete one tornado drill during "Severe Weather Awareness Week" in the Spring of each school year.				2			
				Complete one tornado drill per each session of summer school.			

Comments: _____

Fire Drill Instructions

1. Fire drill instructions should be given to staff according to your school's emergency plan. (See the School Emergency Procedures Guide)
2. A minimum of **five (5)** fire drills is required for each regular school year. **Two (2)** should be performed during a summer session. **Five (5)** lock downs required.
3. Drills should be conducted randomly, not only when classes are in session or when it is convenient.
4. **The first fire emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes. 2 more drills should be conducted by the Thanksgiving break.**
5. Fire drills should be conducted at varying dates and times.
6. Evacuate the building according to the following procedures:
 - a. Students should walk directly to designated exits in a quiet and orderly manner.
 - b. Do not use elevators during a fire evacuation.
 - c. The 1st student to reach the classroom door should hold it open for others.
 - d. The teacher should make sure that everyone is out of the room and close the classroom door.
 - e. By pre-arrangement, the principal will designate staff to assist individuals with disabilities.
 - f. Each classroom will have a safe designated meeting location a safe distance from the building.
 - g. Individuals should not stand on roads or driveways and should not be in the way of fire personnel.
 - h. Teachers are responsible for students under their supervision and should take attendance. Teachers should notify the principal of missing students.
 - i. Staff should familiarize themselves with their areas of responsibility.
 - j. Whenever pool/gym are occupied with staff/students/people, if fire alarm sounds, ALL activity will stop immediately and everyone shall be lined up along wall for accountability and be prepared to exit upon instructions (to avoid people that are wet or minimum clothing exposure to severe weather).
 - k. Students and staff can return to the building when the all clear signal is given.
 - l. These procedures must be followed by everyone to insure the safety of ALL.