

S.C. DEPARTMENT OF LABOR, LICENSING AND REGULATION

Division of Fire and Life Safety

Office of State Fire Marshal

141 Monticello Trail Columbia, SC 29203

Educational/Institutional Fire Drill Report

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

8. Everyone gathered at designated meeting place: Yes No

9. Total time to evacuate: _____

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.