FIRE/EMERGENCY EVACUATION DRILL RECORD

Monthly emergency evacuation drills are required under Colorado State Law (International Fire Code).
The first drill of each school year shall be conducted within 10 days of the beginning of classes.

School Name: Address:

Principal/Administrator: School Year:

Instructions:

1. Conduct a drill once per month in accordance with the emergency plan
2. Complete this record after each drill.
3. This record may be completed and downloaded online at www.csfdtalk.org/school-drill-record
3. Attach list of staff on duty and participating each time a drill is conducted.

Total Staff:

Total Students:

Month	Date	Time Start/End	Person Conducting Drill	Notification Method Used	# Students & Staff Evacuated	* Special Conditions/ Problems Simulated (e.g. primary exit doors blocked, students missing, special assistance required)	Problems Encountered	Weather Conditions	Time Required to Complete Evacuation
AUG		/							
SEP		/							
OCT		/							
NOV		/							
DEC		/							
JAN		/							
FEB		/							
MAR		/							
APR		/							
MAY		/							
JUN		/							
JUL		/							

✳ Drills should occur during an assembly, gym, class, recess, and with a staged variant such as a blocked exit way at least once per year.