

**Section 900 – Building and Sites
 Safety Program
Report of School Fire Drill**

File: 905.07 - E1

It shall be the duty of the State Fire Marshal and his or her deputies and assistants to require teachers of public and private schools and educational institutions to conduct regular fire drills in accordance with such rules and regulations as he or she may adopt and promulgate and to keep all doors and exits unlocked during school hours.

Tornado or disaster drills do not substitute for fire drills.

This form is to be kept on file in the school office during school months. Indicate on chart below each time a drill is conducted. Deputy State Fire Marshals will visit schools to check on drills being held in accordance with State Law.

Name of School	District	City <input type="checkbox"/>	Rural <input type="checkbox"/>
Town	County		

Drill Number	Date of Drill	Time AM/PM	Exit Time	# of Students	Conducted By
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

A minimum of two years of completed fire drill records shall be kept on site and available for review by the State Fire Marshal Deputy.