1. Facility Name: ___________________________________________________
   Street Address: ___________________________________________________
   City/State/Zip: ___________________________________________________

2. Person conducting drill: ____________________________________________

3. Date of drill: ________________ Time: ________________

4. Method used to notify occupant of drill: _____________________________

5. Weather Condition: ☐ Sunny ☐ Cloudy ☐ Raining
   ☐ Windy ☐ Calm ______ Temperature

6. Fire Department notified: ☐ Yes ☐ No
   If so, how? ☐ Telephone ☐ Fire Alarm System

7. Staff members on duty: ____________________________________________

8. Number of occupants evacuated: _____ Students _____ Faculty/Staff

9. All rooms searched to insure evacuation of all: ☐ Yes ☐ No

10. Everyone gathered at designated meeting place: ☐ Yes ☐ No

11. Total time to evacuate: ___________ Total time for accountability ___________

12. Remarks: (special conditions; problems encountered; etc.)
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Exit Signs Checked: ☐ OK _______ Emergency Lights Checked: ☐ OK _______

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.