



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. Notate if the fire drill was substituted for an different type of drill. 4. Attach a list of staff on duty and participating each time a drill is conducted.	Total Staff:
	Total Students:

Month	Date	Time Start/End	Time to Complete Evacuation	Person Conducting Drill	Notification Method Used	# of Students & Staff Evacuated	Special Conditions/Problems Simulated*	Problems Encountered	Weather Conditions
AUG									
SEPT									
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 primary exit doors blocked, students missing, special assistance required, etc., at least once per year.