

# School Fire Drill Checklist (US)

Safety &amp; Compliance | US

DATE ____/____/____	TIME ALARM ACTIVATED	OBSERVER / SAFETY OFFICER	DRILL TYPE (ANNOUNCED/UNANNOUNCED)
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## PRE-DRILL

- |   |   |
|---|---|
| <input type="checkbox"/> Fire department notified (if required) | <input type="checkbox"/> Blocked exit scenario set (if testing) |
| <input type="checkbox"/> Alarm monitoring company notified      | <input type="checkbox"/> Students with IEP accommodations noted |
| <input type="checkbox"/> Visitors and subs informed             | <input type="checkbox"/> Stopwatches and clipboard ready        |

## EVACUATION OBSERVATION

	YES	NO		YES	NO
Alarm audible in all areas	<input type="radio"/>	<input type="radio"/>	Teachers leading their classes	<input type="radio"/>	<input type="radio"/>
Doors and windows closed by last out	<input type="radio"/>	<input type="radio"/>	Elevators not used	<input type="radio"/>	<input type="radio"/>
Hallways clear, orderly movement	<input type="radio"/>	<input type="radio"/>	No one re-entered the building	<input type="radio"/>	<input type="radio"/>

## TIMING

Building fully evacuated (time) \_\_\_\_\_

Total evacuation time \_\_\_\_\_

Target evacuation time \_\_\_\_\_

## ASSEMBLY POINT

	YES	NO		YES	NO
All classes at assigned assembly area	<input type="radio"/>	<input type="radio"/>	All staff accounted for	<input type="radio"/>	<input type="radio"/>
Attendance taken and reported	<input type="radio"/>	<input type="radio"/>	Visitors accounted for	<input type="radio"/>	<input type="radio"/>
All students accounted for	<input type="radio"/>	<input type="radio"/>	All-clear given by safety officer	<input type="radio"/>	<input type="radio"/>

## POST-DRILL REVIEW

What went well

\_\_\_\_\_

\_\_\_\_\_

What needs improvement

\_\_\_\_\_

\_\_\_\_\_

Action items before next drill

\_\_\_\_\_

\_\_\_\_\_

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**SIGN-OFF**

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Safety officer signature \_\_\_\_\_

Principal signature \_\_\_\_\_

**Notes**

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