

ZACHARY COMMUNITY SCHOOL DISTRICT

THERE MUST BE AT LEAST ONE DRILL PER MONTH DURING THE SCHOOL YEAR

Name of School: _____ Address: _____

Fire Drill Report

Date of Drill: _____ Time of Drill: _____ am/pm Time to empty school: _____

Accountability of school population #: Students: _____ Administration: _____
Teachers: _____ Staff: _____ Visitors: _____

	Yes	No
Does each room have a leader?	_____	_____
Did they exit in an orderly manner?	_____	_____
Have provisions been made to manage disabled children?	_____	_____
Unpredictable occurrence: A regularly used exit may be blocked!	_____	_____
Did you drill using a blocked exit?	_____	_____
Did you use an adult holding a sign saying EXIT BLOCKED	_____	_____

COMMENTS:

Signature of Principal/Designee

Date

BASIC INSTRUCTIONS:

1. The Gong/Alarm shall not be used except as a signal for the drill.
2. Drills should be held frequently at irregular intervals and secret times. Discretion should be used in holding Drills in inclement weather.
3. In case of an actual emergency, the first duty of the person discovering the emergency is to sound the alarm. No attempt, corrective action, should be made on the part of the staff. The safety of the students is first.
4. The Drill form shall be completed on THE DAY OF THE DRILL and the original forwarded (via Pony) to the ZCSB Department of Operations/Attn: Rose Kennedy.
5. A copy shall be maintained in the school office in a file labeled "FIRE DRILL REPORT" followed by numbers designating the current school year. (i.e. 2014-15)

APPROVED _____

Superintendent/Designee

DATE