

**Virginia Department of Education
And
State Fire Marshall**

“School Exit Drill Form”

School Division: _____ Drill Date: _____ / ____ / ____

Name of School: _____ Time of Drill: _____

School Address: _____ Weather Conditions: _____

City/Town: _____, VA Zip: _____ Phone: _____

Note: Any blocks checked “No” should be followed up by some form of school action (ie: work order, maintenance, study, etc.) in an effort to correct the problem. Describe the reason for the “No” in the Comments section.

ALARM		CORRIDORS		EXITS	
Yes	No	Yes	No	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Installed/Operational		Unobstructed		Unlocked
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Audible throughout		Well lighted		Unobstructed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Different than the class bell		Emergency Lights installed & functional		Marked/Signs
<input type="checkbox"/>	<input type="checkbox"/>		in gyms, auditorium and halls	<input type="checkbox"/>	<input type="checkbox"/>
	Inspected annually				Lighted
				<input type="checkbox"/>	<input type="checkbox"/>
					Doors functional
				<input type="checkbox"/>	<input type="checkbox"/>
					Hardware functional

EXIT DRILL

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Did the students follow the “Evacuation Plan” route for exit?
<input type="checkbox"/>	<input type="checkbox"/>	Were all windows and doors closed in all rooms?
<input type="checkbox"/>	<input type="checkbox"/>	Did the students exit the school and proceed to a safe area?
<input type="checkbox"/>	<input type="checkbox"/>	Student exit path does not interfere with arriving emergency vehicles?
<input type="checkbox"/>	<input type="checkbox"/>	Did the students perform the exit drill properly?

Number of occupants evacuated: _____ Time required to exit school: _____

Comments/Maintenance Required _____

_____/_____/_____
 Person responsible for the Exit Drill _____ Date _____ School Principal _____ Date _____
 And Inspection

* § 22.1-137 Fire Drills held once a week during the first 20 school days of each school days of each school session, and more often if necessary, and then once a month for the rest of the school session.

Copy Distribution: White: School Pink: Superintendent/Safety Coordinator
 Green: Maintenance