

SCHOOL FIRE DRILL REPORT FORM

Created: March 1, 2009 Revised: January 30, 2014
From the Office of the Fire Prevention Bureau – Phone (515) 283-4240



20__ - __ School Year

Schools are required conduct 1 fire drill per month (1 within the first 10 school days).

Directions:

1. Complete this form after each fire drill as required by the International Fire Code Section-405
2. Submit the completed form electronically to: Fire Marshal, Des Moines Fire Department (email: firedept@dmgov.org)
3. Retain a copy of each completed form in the building for reference by the fire inspector.

Additional information about fire drills can be found here:

http://publicecodes.cyberregs.com/icod/ifc/2009/icod_ifc_2009_4_sec005.htm

School: _____ Address: _____
Date of Fire Drill: ____ - ____ - ____ Time of Fire Drill: _____ am or pm

Number of Adults Assigned to Building: _____

Number of Students Assigned to Building: _____

Number of Classroom Doors Left Open: _____

Time Needed to Evacuate Building: Minutes: _____ Seconds: _____

Time Needed to Account for all Building Occupants: Minutes: _____ Seconds: _____

Total Fire Drill Time (Evacuation time plus Accountability time) Minutes: _____ Seconds: _____

Please answer the following questions:

Were there obstructions in the halls and passageways? Yes No

Was student behavior outside the building satisfactory? Yes No

Was student behavior in the building satisfactory? Yes No

Remarks: _____

Principal Signature: _____

Any comments or questions regarding the above information may be submitted to:

Office of the Fire Marshal
City of Des Moines Fire Department
Fire Prevention Bureau
2715 Dean Avenue
Des Moines, Iowa 50317
Office: (515) 283-4242
Fax: (515) 283-4907
Email: firedept@dmgov.org