

**Virginia Department of Education
And
State Fire Marshal
"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 (i.e.: work order, maintenance, study, etc.) in an effort to correct the problem. Describe the reason for the "No" in the Comments section below.

ALARM				CORRIDORS				EXITS	
Yes	No			Yes	No	Yes	No		
{ }	{ }	Installed/Operational	{ }	{ }	Unobstructed	{ }	{ }	Unlocked	
{ }	{ }	Audible throughout	{ }	{ }	Well Lighted	{ }	{ }	Unobstructed	
{ }	{ }	Different than the class bell or recall signal	{ }	{ }	Emergency Lights installed & functional in gyms, auditorium and halls	{ }	{ }	Marked/Signs	
{ }	{ }	Inspected annually				{ }	{ }	Lighted	
						{ }	{ }	Doors functional	
						{ }	{ }	Hardware functional	

Notification Method Used: _____ Special Conditions simulated: _____

EXIT DRILL

Yes	No	
{ }	{ }	Did the students follow the "Evacuation Plan" route for exit?
{ }	{ }	Were all windows and doors closed in all rooms?
{ }	{ }	Did the students exit the school and proceed to a safe area?
{ }	{ }	Student exit path does not interfere with arriving emergency vehicles?
{ }	{ }	Did the students perform the exit drill properly?
{ }	{ }	Did anyone re-enter the premises before being authorized to do so by the person responsible for the drill?

Number of Occupants Evacuated: _____ Time required to exit school: _____

Problems Encountered/Comments/Maintenance Required:

Person responsible for the Exit Drill _____ / / _____ Date _____ School Principal/ Staff Member on Duty _____ / / _____ Date _____

- § 22.1-137 Fire Drills held once a week during the first 20 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: One copy to school; One copy to Superintendent/Safety Coordinator; One copy to maintenance