



MONTHLY FIRE DRILL REPORT

School/Business Name: _____ Date: _____

Address: _____

Time required to empty occupants from buildings: Start: _____ End: _____

No. of students/occupants: _____

Does each room have an assigned a leader? ___ Yes ___ No

Did all occupants exit in an orderly manner? ___ Yes ___ No

Have provisions been made to assist disabled occupants? ___ Yes ___ No

REMARKS:

FACTS TO REMEMBER

Principal's / Director's Signature

1. The Fire Gong/Alarm Tone should only be used to signal an evacuation of buildings.
2. Fire Drills should be held frequently at irregular and unannounced times. Discretion should be used during inclement weather.
3. In the event of fire breaking out in any part of the facility, the first duty of the person discovering the fire is to sound the alarm. No attempt should be made on the part of teachers or staff to extinguish the fire until the safe evacuation of all pupils is assured.
4. Fire Drill forms should be completed immediately and forwarded via mail or fax to the St. George Fire Department, Fire Prevention Division. A copy should also be retained at the office with school records.

**St. George Fire Department
13646 Perkins Road
Baton Rouge, LA 70810**

225-251-4890 (phone) 225-251-4991 (fax)

Email: daardeneaux@stgeorgefire.com

www.stgeorgefire.com

IN CASE OF EMERGENCY, DIAL 911!

For SGFD Use Only

Arrival Time: _____

Depart Time: _____

Captain: _____