

MONTHLY FIRE DRILL LOG
Southwest Region School District

SCHOOL _____

Date of Drill	Evacuation Time	Comments

The above fire drill were conducted on the 20____ to 20____ school year.

Signature of Site Administrator

Date

**SUBMIT A COPY OF THIS RECORD TO THE DISTRICT OFFICE
MAINTENANCE SUPERVISOR DURING FINAL CHECK OUT**

Southwest Region School District

Regulations* specify that a fire drill will be conducted monthly while school is in session and a written record maintained. An evacuation plan should also be posted in each classroom. The Fire Marshall's office suggest that the site administrator use a different pull station to initiate the fire drill each month so that each station is checked for proper operation. Each exit should have a pull station nearby.

Please review with your staff the correct procedure for evacuating your school, the alarm system to be used, how the students will be notified when it is safe to return to the building and other safety rules when leaving the building. Teachers should leave the school building with their grade books to verify that all children have evacuated the facility.

The following form is to be maintained in your school files, and a copy submitted to the central office during the final check out.

*Fire Marshall Regulations Title 13 AAC 50.060B, AS 18.70.010