

**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				
<input type="checkbox"/>	Installed/Operational	<input type="checkbox"/>	<input type="checkbox"/>	Unlocked					
<input type="checkbox"/>	Audible throughout	<input type="checkbox"/>	<input type="checkbox"/>	Unobstructed					
<input type="checkbox"/>	Different than the class bell or recall signal	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Lights installed & functional in gyms, auditorium and halls					
<input type="checkbox"/>	Inspected annually	<input type="checkbox"/>	<input type="checkbox"/>	Lighted					
				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Doors functional
				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Hardware functional

Notification Method Used: \_\_\_\_\_ Special Conditions simulated: \_\_\_\_\_

**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?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 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