



OXFORD PUBLIC SCHOOLS

FIRE DRILL CHECKLIST

Per state law, Fire Drills in schools are required four (4) times per year, with one happening within the first three (3) days of the start of school. This Fire Drill Checklist must be completed by Fire Department officials immediately after a fire drill in a school building. The Building Principal must then send a copy of the completed form to the Central Office.

School Name: _____

Building Administrator: _____

Date of Fire Drill: _____

Time Fire Drill Began: _____ Time All Floors Cleared: _____

Weather Conditions at time of Fire Drill: _____

Number of Individuals Evacuated: _____

COMMUNICATION

Fire Department notified of simulation?	Yes	No
Was the fire alarm clearly heard in all areas?	Yes	No

PERSONNEL

Personnel reported to respective stations?	Yes	No
Personnel carried out all assigned duties? (stairwell monitoring, floor search, head count, etc.)	Yes	No

PROCEDURE

Were corridors and exits found free and clear of obstructions?	Yes	No
Did the evacuation proceed in a smooth and orderly manner?	Yes	No
Did visitors to the building take part in the drill?	Yes	No
Was a status report given after relocation?	Yes	No

REMARKS AND RECOMMENDATIONS

Explain "No" answers, make additional comments, and include other relevant information:

Oxford Fire Department - Signature

Building Principal - Signature