Print Form

Virginia Department of Education And State Fire Marshal

"School Exit Drill Form"

School Division: **Staunton City Schools**

Drill Date:

Type of Drill: ☐ Fire ☐ Bomb Threat ☐ Weather ☐ Gas Leak ☐ Lock Down ☐ Weapons ☐ Hazardous Material Spill

Method of Notification: ☐ PA System ☐ Bell ☐ Runner

Name of School:

Time of Drill:

School Address:

Weather Conditions:

City/Town: Staunton, VA. Zip: 24401

Telephone:

Note: Any blocks checked "No" should be followed up by some form of school action (ie: work order,maintenance, study, etc.) in an effort to correct the problem. Describe the reason for the "No" in the Comments section.

ALARM			CORRIDORS			EXITS		
○ Yes	○ No	Installed/Operational	○ Yes	○ No	Unobstructed	○ Yes	○ No	Unlocked
○ Yes	○ No	Audible Throughout	○ Yes	○ No	Well Lighted	○ Yes	○ No	Unobstructed
○ Yes	○ No	Differs from class bell	○ Yes	○ No	Emergency Lights Installed and Functional in gyms, auditorium, and halls	○ Yes	○ No	Marked/Signs
○ Yes	○ No	Inspected Annually				○ Yes	○ No	Lighted
						○ Yes	○ No	Doors Functional
						○ Yes	○ No	Hardware Functional

EXIT DRILL

○ Yes	○ No	Did the students follow the "Evacuation Plan" route for exit?
○ Yes	○ No	Were all windows and doors closed in all rooms?
○ Yes	○ No	Did the students exit the school and proceed to a safe area?
○ Yes	○ No	Student exit path does not interfere with arriving emergency vehicles?
○ Yes	○ No	Did the students perform the exit drill properly?

Number of Occupants Evacuated:

Time required to exit school:

Comments/ Maintenance Required

_____ ___/___/___ _____ ___/___/___

Person responsible for the Drill And Inspection — Date — School Principal — 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 Director of Operations/ Safety Coordinator;