OFFICE OF THE STATE FIRE MARSHAL
SCHOOL FIRE EXIT DRILL SAFETY REPORT

School Year: _____

School: _____

Address: _____ County: _____

This school fire exit drill report is published by the West Virginia State Fire Marshal's Office as an aid to school principals and teachers in conducting fire exit drills. Two (2) fire exit drills shall be conducted during the first thirty (30) days of the school term and one (1) additional fire exit drill each month school is in session. During the winter months of December, January & February fire exit drills may be deferred, if there have been at least six (6) fire exit drills conducted before the drills have been deferred. Fire exit drills shall be unannounced and conducted during different hours of the day. Orderly and well executed fire exit drills are a means of saving lives in the event of a fire or other emergency.

ALL OCCUPANTS OF THE BUILDING SHALL PARTICIPATE IN THE FIRE EXIT DRILL.
ALL EXIT DOORS SHALL BE UNLOCKED AND UNFASTENED FROM THE EGRESS SIDE WHENEVER THE BUILDING IS OCCUPIED.
WHEN ONLY A CERTAIN AREA OF THE BUILDING IS OCCUPIED ALL EXITS FROM THAT AREA SHALL BE UNLOCKED AND UNFASTENED FROM THE EGRESS SIDE.

DATE OF DRILL	TIME OF DAY	NUMBER OF PUPILS	EVACUATION TIME	BLOCKED EXITS	SIGNATURE OF PRINCIPAL

POST IN A CONSPICUOUS PLACE IN THE SCHOOL BUILDING WHERE IT CAN BE SEEN BY TEACHERS, STUDENTS AND VISITORS AT ALL TIMES.

This report shall be mailed at the end of the school year to: State Fire Marshal's Office, 1207 Quarrier St., 2nd Floor, Charleston, WV 25301