

**MEHLVILLE FIRE PROTECTION DISTRICT**

**FIRE EXIT DRILL REPORT**

Date \_\_\_\_\_ Time \_\_\_\_\_

Name of School \_\_\_\_\_

Evacuation Time \_\_\_\_\_

Number of Students \_\_\_\_\_ No. of Handicapped \_\_\_\_\_

Weather at Time of Drill \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved by \_\_\_\_\_  
Principal

**ICC International Fire Code/2009**

**405.2 Frequency:** Fire drills are required monthly and as modified by 408.3.2 for all occupants.

**408.3.1 First emergency evacuation drill.** The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.

**408.3.2 Emergency evacuation drill deferral.** In severe climates, the fire code official shall have the authority to modify the emergency evacuation drill frequency specified in Section 405.2.

**408.3.3 Time of day.** Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires.

**408.3.4 Assembly points.** Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

**405.5 Record keeping.** A record of all fire drills shall be kept on the premises and persons in charge of such occupancies shall file written reports at least twice a year with the fire official giving the following information:

1. Time of drill.
2. Date of drill.
3. Weather conditions when occupants are evacuated.
4. Number of occupants evacuated.
5. Total time of evacuation.
6. Other information relevant to the drill.

Records of fire drills shall be sent to:

Edwin M. Berkel, Fire Marshal  
Mehlville Fire Protection District  
11020 MUELLER RD  
SAINT LOUIS MO 63123-6943