20___-_____ School Year

Schools are required conduct 1 fire drill per month (1 within the first 10 school days).

Directions:
1. Complete this form after each fire drill as required by the International Fire Code Section-405
2. Submit the completed form electronically to: Fire Marshal, Des Moines Fire Department
   (email: firedept@dmgov.org)
3. Retain a copy of each completed form in the building for reference by the fire inspector.

Additional information about fire drills can be found here:

School:_______________________________ Address:_________________________________
Date of Fire Drill: ______-_____-______ Time of Fire Drill: ___________ am or pm

Number of Adults Assigned to Building: ______
Number of Students Assigned to Building: ______
Number of Classroom Doors Left Open: ______

Time Needed to Evacuate Building: Minutes:______ Seconds:______
Time Needed to Account for all Building Occupants: Minutes:______ Seconds:______
Total Fire Drill Time (Evacuation time plus Accountability time) Minutes:______ Seconds:______

Please answer the following questions:

Were there obstructions in the halls and passageways? Yes No
Was student behavior outside the building satisfactory? Yes No
Was student behavior in the building satisfactory? Yes No
Remarks:___________________________________________________________________________

Principal Signature:____________________________________

Any comments or questions regarding the above information may be submitted to:

Office of the Fire Marshal
City of Des Moines Fire Department
Fire Prevention Bureau
2715 Dean Avenue
Des Moines, Iowa 50317
Office: (515) 283-4242
Fax: (515) 283-4907
Email: firedept@dmgov.org