

BREVARD PUBLIC SCHOOLS EMERGENCY EGRESS/RELOCATION DRILL REPORT

School/Facility _____ Date _____

Egress	YES	NO
Egress routes posted and followed		
Orderly movement and conduct		
Students/staff/visitors relocated to safe areas		

Time for Evacuation	Minutes	Seconds
Amount of time required for complete evacuation		

Fire Alarm System	YES	NO
Alarm system in good operating condition		
Alarm signal effectively heard in all occupied areas and rooms		
Alarm signal effectively heard in all portable classrooms		
All clear signal heard by all evacuees		
Work orders generated for any alarm deficiencies		

Safety Personnel	YES	NO
Municipal Fire Department personnel present		
School District Safety Inspector present		
School District Fire Alarm Technician present		

Comments:

1. Not less than one emergency egress and relocation drill shall be conducted every month the facility is in session.
2. All occupants of the building shall participate in the drill.
3. One additional emergency egress and relocation drill, other than for year-round schools, shall be conducted within the first 30 days of operation.
4. All emergency and relocation drill alarms shall be sounded on the fire alarm system.

The Emergency Egress/Relocation Drill reports must be retained in school files as proof of completion of the required number of drills.

Principal/Facility Administrator: _____

Signature