



S.C. DEPARTMENT OF LABOR, LICENSING AND REGULATION
Division of Fire and Life Safety
Office of State Fire Marshal
141 Monticello Trail Columbia, SC 29203

1. Facility/Address: _____

2. Person conducting drill: _____
3. Date of drill: _____ Time: _____
4. Weather Condition: Sunny Cloudy Raining
 Windy Calm _____ Temperature
5. Fire Department notified: Yes No
 If so, how? Telephone Fire Alarm System
6. Number of occupants evacuated: _____ Students _____ Faculty/Staff
7. All rooms searched to insure evacuation of all: Yes No
8. Everyone gathered at designated meeting place: Yes No
9. Total time to evacuate: _____
10. Remarks:

A record of all fire exit drills shall be kept on the premises. The following minimum information is required per the International Fire Code: 405.5:

- Identity of person conducting drill.
- Date and Time of drill.
- Notification method.
- Staff members on duty and participating.
- Number of occupants evacuated.
- Any special conditions simulated.
- Problems encountered.
- Weather conditions.
- Time required for complete evacuation.

* Copies of fire drill reports shall be kept on file for 3 years
* Use a different pull station each month for drills