

# SCHOOL FIRE DRILL REPORT FORM

Created: March 1, 2009 Revised: January 30, 2014  
From the Office of the Fire Prevention Bureau – Phone (515) 283-4240



**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](mailto: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:

[http://publicecodes.cyberregs.com/icod/ifc/2009/icod\\_ifc\\_2009\\_4\\_sec005.htm](http://publicecodes.cyberregs.com/icod/ifc/2009/icod_ifc_2009_4_sec005.htm)

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](mailto:firedept@dmgov.org)