

**Virginia Department of Education
School Exit Drill Form**

School Division: _____ Date of Drill: ____/____/____
 Name of School: _____ Time of Drill: _____
 School Address: _____ Weather Conditions: _____
 City/Town: _____ VA. Zip: _____ Phone: _____

Note: Any blocks checked "No" should be followed up by a form of action (i.e.: repair work order, maintenance, investigation etc.) to correct the problem identified. Describe the reason for the "No" in the Comments section.

ALARM SYSTEMS			MEANS OF EGRESS			EXIT DOORS		
	Yes	No		Yes	No		Yes	No
Are installed and operational			Stairwells and corridors are unobstructed			Are unlocked internally		
Are audible throughout the building			Stairwells and corridors are properly lighted			Are unobstructed		
Are Inspected annually			Emergency lights are functional			Exit signs are visible		
						Exit door hardware is operational		

Notification Method Used: _____ Special Conditions simulated: _____

EXIT DRILL

	Yes	No
Did the students follow the "Evacuation Plan" route for exit?		
Were all windows and doors closed in all rooms?		
Did the students exit the school and proceed to the designated area of safe refuge?		
Student exit path does not interfere with arriving emergency vehicles?		
Did anyone re-enter the premises before being authorized to do so by the person responsible for the drill?		

Number of Occupants Evacuated: _____ Time required to exit school building: _____

Comments:

_____/____/____
 Person responsible for the Exit Drill Date School Principal/ Staff Member on Duty Date

Code of Virginia

- § 22.1-137. Fire Drills.

In every public school there shall be a fire drill at least twice during the first 20 school days of each school session, in order that pupils may be thoroughly practiced in such drills. Every public school shall hold at least two additional fire drills during the remainder of the school session.

- Section 8VAC20-131-260 of the Board of Education's *Regulations Establishing Standards for Accrediting Public Schools in Virginia (Standards of Accreditation)* requires that "every public school conduct a fire drill at least twice during first 20 days of school and conduct at least two additional fire drills during the remainder of the school term; ..."

The *Virginia Statewide Fire Prevention Code (SFPC)* (Sections 403.5.1, 404.2.1, 404.2.2, 405.1, and 405.2) requires that a school conduct:

- A fire drill within the first 10 days of school and
- At least one fire drill per month.

NOTE: A school conducting (1) fire drill in the first 10 school days, a second fire drill at anytime within the first 20 school days, and one fire drill every month thereafter will meet all requirements.

C: one copy School Office; one copy Superintendent/Safety Coordinator; one copy Maintenance Department