

## Potomac Conference School Exit Drill Form

Name of School: \_\_\_\_\_ Drill Date: \_\_\_/\_\_\_/\_\_\_

School Address: \_\_\_\_\_ Time of Drill: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Weather Conditions: \_\_\_\_\_

Note: Any blocks checked "No" should be followed up by some form of school action (ie: work order, maintenance, study, etc.) in an effort to correct the problem. Describe the reason for the "No" in the Comments section.

ALARM		CORRIDORS		EXITS	
Yes	No	Yes	No	Yes	No
<input type="checkbox"/>	<input type="checkbox"/> Installed/Operational	<input type="checkbox"/>	<input type="checkbox"/> Unobstructed	<input type="checkbox"/>	<input type="checkbox"/> Unlocked
<input type="checkbox"/>	<input type="checkbox"/> Audible throughout	<input type="checkbox"/>	<input type="checkbox"/> Well lighted	<input type="checkbox"/>	<input type="checkbox"/> Unobstructed
<input type="checkbox"/>	<input type="checkbox"/> Different than the class bell	<input type="checkbox"/>	<input type="checkbox"/> Emergency lights installed & functional in gyms, auditorium and halls	<input type="checkbox"/>	<input type="checkbox"/> Marked/Signs
<input type="checkbox"/>	<input type="checkbox"/> Inspected Annually			<input type="checkbox"/>	<input type="checkbox"/> Lighted
				<input type="checkbox"/>	<input type="checkbox"/> Doors functional
				<input type="checkbox"/>	<input type="checkbox"/> Hardware functional

### Exit Drill

- | Yes                      | No  |
|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Did the students follow the "Evacuation Plan" route for exit?      |
| <input type="checkbox"/> | <input type="checkbox"/> Were all windows and doors closed in all rooms?                    |
| <input type="checkbox"/> | <input type="checkbox"/> Did the students exit the school and proceed to a safe area?       |
| <input type="checkbox"/> | <input type="checkbox"/> Does student exit path interfere with arriving emergency vehicles? |
| <input type="checkbox"/> | <input type="checkbox"/> Did the students perform the exit drill properly?                  |

Number of Occupants Evacuated: \_\_\_\_\_ Time Required to exit school: \_\_\_\_\_

Comments/Maintenance Required \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Person responsible for the Exit Drill and Inspection (if different from Principal)      Date      School Principal      Date

Fire Drills held once a week during the first 20 school days of each school session, and more often if necessary, and then once a month for the rest of the school session.

Copy Distribution: One copy to school; One copy to Conference Office: One copy to maintenance (if applicable)