



# SCHOOL FIRE DRILL REPORT

School \_\_\_\_\_  
Principal \_\_\_\_\_  
Custodian-in-Charge \_\_\_\_\_  
Total Enrolment \_\_\_\_\_  
Time of Fire Drill \_\_\_\_\_  
Date \_\_\_\_\_

PULL STATION	BELL TEST		EVACUATION
NUMBER/LOCATION	OK	REPAIRS	TIME

Comments: \_\_\_\_\_  
\_\_\_\_\_

Principal's Signature \_\_\_\_\_

Custodian's Signature \_\_\_\_\_

## FIRE DRILL PROCEDURE

1. Notify Prestige Alarm Monitoring Station 10 minutes prior to fire drill **1-877-374-0918**
  - ✓ Identify yourself :
    - ✓ School Name
    - ✓ City
    - ✓ Time of Test
2. Notify Board Office Receptionist of fire drill by phone 250-542-3331
3. Use a different pull station each time to initiate an alarm
4. Check all fire bells
5. Reset the system and open doors that are fire system operating
6. Notify Alarm Monitoring Station of test completed
7. Record:
  - a) Date
  - b) Pull station number or location
  - c) Bell Test
  - d) Evacuation Time
  - e) Comments (work order #, etc.)
8. Keep copy of report in Fire Safety Plan binder e-mail a copy to [maintenance@sd22.bc.ca](mailto:maintenance@sd22.bc.ca)
9. Per BC Fire Code Regulations to be held at least 3 times in each of the fall and spring school terms.