MINNESOTA DEPARTMENT OF PUBLIC SAFETY
STATE FIRE MARSHAL DIVISION

SCHOOL FIRE DRILL INSTRUCTIONS & RECORD

PLEASE POST IN OFFICE

Fire Drill Instructions

1. Fire drill instructions should be given to staff according to your school's emergency plan. (See the School Emergency Procedures Guide).

2. A minimum of **five** fire drills are required for each regular school year. Two additional fire drills should be performed for summer session.

3. Drills should be conducted randomly, not only when classes are in session or when it is convenient.

4. The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.

5. Fire drills should be conducted at varying dates and times.

6. Evacuate the building according to the following procedures:
   - Students should walk directly to their designated exits in a quiet and orderly manner.
   - Do not use elevators during a fire evacuation.
   - The first student to reach the classroom door should hold it open for others.
   - The teacher should make sure that everyone is out of the room and close the classroom door.
   - By pre-arrangement, the principal will designate staff to assist individuals with disabilities.
   - Each classroom will have a designated meeting location a safe distance from the building.
   - Individuals should not stand on roads or driveways, and should not be in the way of fire personnel.
   - Teachers are responsible for students under their supervision and should take attendance. Teachers should notify the principal of missing students.
   - Staff should familiarize themselves with their areas of responsibility.
   - Students and staff can return to the building when the all clear signal is given.

State law requires a record of all fire drills. Please document the date the fire drill takes place, the hour of day the drill is held, and the vacating time.
Thank you

Record of Fire Drills

School Name: _____

Address: _____

City: _____

ALL OCCUPANTS MUST LEAVE THE BUILDING IN A FIRE DRILL: STUDENTS, SCHOOL PERSONNEL, AND VISITORS.

Regular School Year

	Date of Drill	Hour of Day	Vacating time
1.			
2.			
3.			
4.			
5.			

Summer Session (if applicable)

	Date of Drill	Hour of Day	Vacating time
1.			
2.			

Comments: _____

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