

## **BAKER FIRE DEPARTMENT** <u>MONTHLY FIRE DRILL REPORT</u>



School Name:	Date:
Address:	
Time required to empty occupants from buildings:	_ No. of students:
Does each room have an assigned leader? Yes No	
Did all occupants exit in an orderly manner? Yes	No 🗆
Have provisions been made to assist disabled occupants?	Yes N
REMARKS:	

Principal's / Director's Signature

## FACTS TO REMEMBER

- 1. The fire Gong/Alarm Tone should be used to signal an evacuation of buildings.
- 2. Fire Drills should be held frequently at irregular and unannounced times. Discretion should be used during inclement weather.
- 3. In the event of fire breaking out in any part of the facility, the first duty of the person discovering the fire is to sound the alarm. No attempt should be made on the part of teachers or staff to extinguish the fire until the safe evacuation of all pupils is assured.
- 4. Fire Drill forms should be completed immediately and forwarded via mail or fax to the Baker Fire Department, Fire Prevention Office. A copy should also be retained with school records.

Baker Fire Department 3262 Baker Blvd. Baker La. 70714 (phone) 775-3712 (fax) 775-3730

## IN CASE OF FIRE OR OTHER EMERGENCY CALL 911

For Baker FD use only	
Arrival Time:	
Depart Time:	
Captain:	