SCDSS Child Care Licensing
Fire and Life Safety Office
2638 Two Notch Rd. Suite 217
Columbia, SC 29204

Child Care Fire Drill Report

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1. Facility Name: _____
   Street Address: _____
   City/State/Zip: _____

2. Person conducting drill: _____

3. Date of drill: _____Time: _____

4. Method used to notify occupant of drill: _____

5. Weather Condition: ❒ Sunny ❒ Cloudy ❒ Raining
   ❒ Windy ❒ Calm _____ Temperature

6. Fire Department notified: ❒ Yes ❒ No
   If so, how? ❒ Telephone ❒ Fire Alarm System

7. Staff members on duty: _____

8. Number of occupants evacuated: _____ Students _____ Faculty/Staff

9. All rooms searched to insure evacuation of all: ❒ Yes ❒ No

10. Everyone gathered at designated meeting place: ❒ Yes ❒ No

11. Total time to evacuate: _____Total time for accountability _____

12. Remarks: (special conditions; problems encountered; etc.)

_____
_____
_____
_____
_____

Exit Signs Checked: ❒OK _____ Emergency Lights Checked: ❒OK _____
Number Number

A record of all fire exit drills shall be kept on the premises. The following minimum information is required per the International Fire Code 405.5:

- Identity of person conducting drill.
- Date and Time of drill.
- Notification method.
- Staff members on duty and participating.
- Number of occupants evacuated.
- Any special conditions simulated.
- Problems encountered.
- Weather conditions.
- Time required for complete evacuation