



**Colorado Department of Public Safety  
Division of Fire Prevention and Control**

700 Kipling Street, Suite 4100  
Lakewood, CO 80215  
(303)239-4100 phone (303) 239-4131 fax  
*cdps\_dfpc\_suppression@state.co.us*  
<http://dfpc.state.co.us>



|                  |                 |
|------------------|-----------------|
| Facility Name:   | District/Owner: |
| Address:         | Phone:          |
| City, Zip:       | Fax:            |
| Primary Contact: | Email Address:  |

## FIRE DRILL RECORD

| MONTH     | DATE | TIME | EVACUATION TIME | NUMBER OF OCCUPANTS | RESPONSIBLE PARTY |
|-----------|------|------|-----------------|---------------------|-------------------|
| January   |      |      |                 |                     |                   |
| February  |      |      |                 |                     |                   |
| March     |      |      |                 |                     |                   |
| April     |      |      |                 |                     |                   |
| May       |      |      |                 |                     |                   |
| June      |      |      |                 |                     |                   |
| July      |      |      |                 |                     |                   |
| August    |      |      |                 |                     |                   |
| September |      |      |                 |                     |                   |
| October   |      |      |                 |                     |                   |
| November  |      |      |                 |                     |                   |
| December  |      |      |                 |                     |                   |

Retain copies of fire drill records for the current year, plus two additional years. Maintain in a central location in the building with the fire alarm and fire suppression system testing and maintenance records. Drill records shall be available to the Fire Inspector for review upon request.

## FIRE DRILL REQUIREMENTS AND PROCEDURES

Regular fire and emergency evacuation drills are required in educational occupancies. The requirements for these items come from the 2015 International Fire Code Section 403.5 and Table 405.2, which is the adopted fire code for the State of Colorado. The following is a summary of these requirements:

- Fire Drills shall be conducted monthly in educational occupancies, and shall include all occupants.
  - The first emergency evacuation drill of each school year shall be conducted within 10-days of beginning classes
  - In severe climates, the fire code official can approve modifications to the drill frequency
  - Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires
  - The fire alarm system shall be utilized to initiate drills
- Recordkeeping; Records shall be maintained of required emergency evacuation drills and include the following information:
  - Identity of the person conducting the drill
  - Date and time of the drill
  - Notification method used
  - Staff members on duty and participating
  - Number of occupants evacuated
  - Special conditions simulated
  - Problems encountered
  - Weather conditions when occupants were evacuated
  - Time required to accomplish complete evacuation
- Accountability
  - Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.
  - As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for.
- Recall and re-entry
  - An electrically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal used to initiate the evacuation
  - The recall signal initiation means shall be manually operated and under the control of the person in charge of the premises or the official in charge of the incident
  - No one shall re-enter the premises until authorized to do so by the official in charge