MONTGOMERY COUNTY PUBLIC SCHOOLS

School Fire Evacuation Drill Log

Office of the Chief of Staff MONTGOMERY COUNTY PUBLIC SCHOOLS Rockville, Maryland 20850

Name of Scho			Name of Principal							Phone	
Address			City						State	ZIP Code	
										e fully protected by an automatic sprinkl of the drills must be conducted within t	
Date of Fire Evacuation Drill	Time PSCC was Contacted 240-683-6520 (non-emergency) (Call PSCC_first.)			Time Ark-Alarm Watch was Contacted 1-800-356-2222			Fire Evacuation Drill Time		Scheduled Drill?	Comments	Name of Principal/Designee
	Before Drill	After Drill	Operator Number	Before Drill	After Drill	Operator Number	Start	End	Yes/No		

- 1. Scheduled Fire Evacuation Drills. Please first notify the county's Public Safety Communications Center (PSCC) and then Ark-Alarm Watch at least five minutes before each fire drill and immediately after the drill is completed.
- 2. Unscheduled Fire Evacuation Alarms. Without exception or delay, all unscheduled activations of the internal fire alarm systems must be reported immediately by dialing 911, and evacuate the building. If it is determined that a false alarm has occurred, and the fire apparatus has not yet arrived, call 911 to report the false alarm. PSCC personnel will determine if the alarm may be cancelled and if the building may be reoccupied prior to the arrival of fire personnel. Only the fire department has the authority to allow a building to be reoccupied once a fire alarm has been activated.
- 3. Only by authority of the fire department may an unscheduled activated alarm be reset or silenced.
- 4. Place a copy of this log in the MCPS Fire Code Compliancy binder and in the school's main office for review by the fire marshal.
- 5. Please send your completed fire drill log to your cluster security coordinator via pony mail or fax to 301-279-3192 at the end of the school year.