



# School Fire Evacuation Drill Log

School Year 20\_\_\_\_-20\_\_\_\_

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

MCPS Form 230-1  
July 2018

Name of School \_\_\_\_\_ Name of Principal \_\_\_\_\_ Phone \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

**Please Note:** The principal/designee name must be typed on this form after each fire evacuation drill. Schools that are fully protected by an automatic sprinkler system will need to conduct 5 drills/year and schools that are not fully protected by an automatic sprinkler system must conduct at least 8 drills/year. Two of the drills must be conducted within the first four months of the school year.

| Date of Fire Evacuation Drill | Time PSCC was Contacted<br>240-683-6520<br>(non-emergency)<br>(Call PSCC first.) |             |                 | Time Ark-Alarm Watch was Contacted<br>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           |          |                            |
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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.