



FIRE DRILL OBSERVATION REPORT

Student Services & Strategic Planning: School Safety
(252) 492-2127

Date: Before Lunch During Lunch After Lunch End of Day

Time Started: am pm Time Ended: am pm

Aycock Carver Clarke Dabney LB Yancey EO Young New Hope Pinkston St. Zeb Vance

EM Rollins STEAM Vance Middle Vance High EC/VGCC AdVANCE Academy Administrative Services Center Maintenance Dept. Transportation Dept.

PRE DRILL PLANNING

- Yes No N/A Was the fire drill preplanned?
- Yes No N/A Was SRO, Security Officer, Deputy notified of fire drill?
- Yes No N/A Did you notify the Administrative Services Center of the preplanned drill?
- Yes No N/A Were all AP's strategically located throughout the building(s)?
- Yes No N/A Do your school have more than one floor?
- Yes No N/A Did you notify the cafeteria and custodial staff of the preplanned drill?

GENERAL PROCEDURES - FIRE DRILLS

- Yes No N/A Was the fire system activated?
- Yes No N/A Were all classrooms evacuated ?
- Yes No N/A Were teachers and student evacuated in an orderly manner?
- Yes No N/A Did staff & teachers go to the assigned location outside of the building?
- Yes No N/A Did teachers bring their class roster with them out of the building?
- Yes No N/A Students and staff in the cafeteria and gym followed proper protocol?
- Yes No N/A Did you have any missing students during the fire drill?
- Yes No N/A It took less than 10 minutes to evacuate the building?

DEBRIEF

- Yes No N/A Did you as principal make the all clear announcement?
- Yes No N/A Once completed will staff debrief the drill with students?
- Yes No N/A All staff members trained to listen for a closing statement to end drill?
- Yes No N/A Will parents be notified of the drill?

Observer's Signature:

Date of Observation: