CLEAR FORM
MCPS

School Fire Evacuation Drill Log

School Year 200____–200____

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

Name of School _____ Name of Principal _____ Phone _____-_____-_____

Address _____ City _____ State _____ ZIP Code _____

Please Note: The fire marshal requires that this form be completed in full, and the school is required to FAX this form to the fire marshal, 240-777-2465, at the end of the school year. The principal/designee name must be typed on this form after each fire evacuation drill.

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. This log must be forwarded to the Fire Marshal's Office at the end of the school year via pony mail, or mailed to 255 Rockville Pike, Rockville, MD 20850, or fax to 240-777-2465.
5. 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.