OFFICE OF THE STATE FIRE MARSHAL
DAY CARE FIRE EXIT DRILL SAFETY REPORT

Year: _____

Facility Name: _____

Address: _____ County: _____

This day care fire exit drill report is published by the West Virginia State Fire Marshal's Office as an aid to administrators and teachers in conducting fire exit drills. Not less than (1) emergency egress and relocation drill shall be conducted every month the facility is in session. Fire exit drills shall be unannounced and conducted during different hours of the day. Orderly and well executed fire exit drills are a means of saving lives in the event of a fire or other emergency.

ALL OCCUPANTS OF THE BUILDING SHALL PARTICIPATE IN THE FIRE EXIT DRILL.
ALL EXIT DOORS SHALL BE UNLOCKED AND UNFASTENED FROM THE EGRESS SIDE WHENEVER THE BUILDING IS OCCUPIED.
WHEN ONLY A CERTAIN AREA OF THE BUILDING IS OCCUPIED ALL EXITS FROM THAT AREA SHALL BE UNLOCKED AND UNFASTENED FROM THE EGRESS SIDE.

DATE OF DRILL	TIME OF DAY	NUMBER OF CHILDREN	EVACUATION TIME	BLOCKED EXITS	SIGNATURE OF OWNER

POST IN A CONSPICUOUS PLACE IN THE DAY CARE CENTER WHERE IT CAN BE SEEN BY STAFF, CHILDREN, AND VISITORS AT ALL TIMES.

This report shall be mailed at the end of the school year to: State Fire Marshal's Office, 1700 MacCorkle Avenue SE – 4th Floor N, Charleston, WV 25314