



**STATE FIRE  
MARSHAL'S  
OFFICE**

**Report Form for Fire Exit Drills & Fire Prevention  
Education in Schools**

One form is required for each campus.  
Please complete this form and keep it in your school or school district records for three years.

SCHOOL NAME		SCHOOL DISTRICT			SCHOOL YEAR <b>2003-2004</b>	
PHYSICAL ADDRESS					ZIP CODE+4	
PHONE NUMBER ( )	CITY		COUNTY		DISTRICT ID #	CAMPUS ID #
Name of Fire Department serving school campus						

Please mark an X in each appropriate box to show the grade levels in your school.

Sp.Ed.	ECE	PK	K	1	2	3	4	5	6	7	8	9	10	11	12

**Fire Exit Drill Information**

A minimum of nine (9) drills is needed, one (1) per month for each month having 10 school days or more. Persons should promptly evacuate school buildings. If you have questions on evacuation times, contact your local fire official.

DATE OF EXIT DRILLS Please mark an X in each appropriate box to show that a fire drill took place.	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY

**Fire Safety Education**

Fire safety education should include items such as home escape plans, kitchen safety, monthly smoke detector checks, etc. Lessons may be found in *Fire Safety for Texans* curriculum guides at [www.tdi.state.tx.us/fire](http://www.tdi.state.tx.us/fire)

The percentage of students participating in developmentally appropriate Fire Safety Education during the school year is: \_\_\_\_\_%

**Certification**

I certify that the above information is correct.

<b>SCHOOL ADMINISTRATOR</b>	<b>SIGNATURE:</b> _____ Title _____
	Type or Print Name _____ Date _____

Preparation of this form is mandated by the Texas Insurance Commissioner through the adoption of the "Texas Addendum to the Fire Suppression Rating Schedule." This schedule enumerates specific credit points used in calculating local insurance rates.

Information solicited in this form will be combined with that of other schools served by specific fire departments and used to calculate insurance rates for your community. In addition to the enhancement to student safety that comes from holding regular fire exit drills and by providing fire prevention education, the residents in your community may benefit from lower insurance rates. Questions relating to this form may be directed to the State Fire Marshal's Office at (512) 305-7900 or by E-mail to [fire.marshall@tdi.state.tx.us](mailto:fire.marshall@tdi.state.tx.us).

Thank you for your compliance and cooperation.

G. Mike Davis  
State Fire Marshal