



Texas Department of Insurance

State Fire Marshal's Office, Mail Code 112-FM
333 Guadalupe • P. O. Box 149221, Austin, Texas 78714-9221

512-305-7900 • 512-305-7910 fax • www.tdi.state.tx.us

To: Texas School Districts

Date: June 2005

Subject: Submission of School Fire Exit Drill Report Forms

Effective March 8, 2004, the rules pertaining to the **submission** of school fire exit drill forms to the State Fire Marshal's Office (SFMO) changed.

Schools are now required to maintain the fire drill and fire prevention education forms **in the school or district office** and make them available to local or state officials upon request. The schools should keep forms for three years. Previously, schools were required to submit the forms to the SFMO. This rule change should substantially reduce the workload associated with this important fire safety effort. **Please disseminate this information to the schools in your district.**

Information about school fire drills, including reporting forms, is located on our agency Internet web site at <http://www.tdi.state.tx.us/fire/fmdrill.html>.

For further information on fire prevention programs offered by the State Fire Marshal's Office please go to <http://www.tdi.state.tx.us/fire/fmpo.html>. You may wish to bookmark this site for future reference.

Questions regarding school fire drills should be directed to Jesse Williams, PPC Oversight, 512-305-7941, State Fire Marshal's Office, Mail Code 112-FM, P.O. Box 149221, Austin, Texas 78714-9221. Thank you for your assistance with this important fire safety process.



**STATE FIRE
MARSHAL'S
OFFICE**

**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 2005-2006	
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.

The percentage of students participating in age-appropriate Fire Safety Education during the school year is: _____%

Certification

I certify that the above information is correct.

SCHOOL ADMINISTRATOR	SIGNATURE: _____ 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 by E-mail to fire.marshall@tdi.state.tx.us.

Thank you.