

FIRE DRILL REPORT FORM

FACILITY NAME

1. Area drilled: _____
2. Time of drill: _____
3. Identity of Monitor: _____
4. What route was used, primary or secondary and which exits were used? _____

5. Elapsed time to evacuate area: _____
6. Number of Staff evacuated: _____
7. Number of offenders evacuated: _____
8. Were staff and offender counts conducted? () yes () no
9. Was the evacuation accomplished electronically or by key? _____

10. Did evacuation to primary or secondary staging area? _____

11. Did staff shut doors and windows upon evacuation? _____
12. Were exits signs lighted? () yes () no If no was a work order submitted
13. What alarm pull or detector was tested? _____

14. Did supervisor wait for the all clear before re-entering the building? () yes () no
15. General comments or problems:

Safety Officer Signature: