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| Fire Drill Response Form |
| Agency: | Building/Facility: |
| Date: | Drill Conducted By: | Type of Alarm Device Activated: |
| Weather: [ ] Sunny [ ] Cloudy [ ] Rain [ ] Snow [ ] Clear [ ] Hot [ ] Mild [ ] Cold [ ] Windy | Time Alarm Initiated: | Time Alarm Silenced: |
| The Safety Director recommends notifying your local Fire Department prior to conducting drills and to put your fire alarm panel in drill mode. |
| Evacuation Information |
| Length of Time to Complete Evacuation:  | Number of Participants:  |
|  | Yes | No | N/A |  |
| 1 |  |  |  | Did alarm devices in all areas/floors activate?  |
| 2 |  |  |  | Did everyone in the building evacuate? |
| 3 |  |  |  | Was the evacuation orderly? |
| 4 |  |  |  | Were all occupant areas of the building checked? |
| 5 |  |  |  | Did all occupants proceed to the nearest exit? |
| 6 |  |  |  | Did all occupants proceed to the predetermined assembly location? |
| 7 |  |  |  | Was a roll call/head count conducted?  |
| 8 |  |  |  | Were the assembly areas a safe distance from the building? |
| 9 |  |  |  | Did the assembly area block access for emergency vehicles?  |
| 10 |  |  |  | Did evacuees remain in the assembly area until given the “all clear”? |
| Additional Comments |
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| Recommendations/Areas in Need of Improvement  |
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| List of Participants on Next Page |

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| Print Name |  |
|  | 25. |
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| 24. | 48. |