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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 | | | | | | | |
|  | | | | | | | |
| Recommendations/Areas in Need of Improvement | | | | | | | |
|  | | | | | | | |
| List of Participants on Next Page | | | | | | | |

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| Print Name |  |
|  | 25. |
|  | 26. |
| 3. | 27. |
| 4. | 28. |
| 5. | 29. |
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| 9. | 33. |
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| 24. | 48. |