

**University of West Florida**  
**Environmental Health & Safety**

**FIRE DRILL REPORT**

LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_  
Building Name: \_\_\_\_\_ TIME: \_\_\_\_\_

- |   |   |  |
|---|---|--|
| Y | N | 1. All staff members were able to identify evacuation routes.  |
| Y | N | 2. All staff members were able to identify the location of the fire extinguishers.                   |
| Y | N | 3. All staff members were able to identify the location of pull stations.                            |
| Y | N | 4. All staff members can verbalize the plan for evacuating non-ambulatory staff.                     |
| Y | N | 5. All staff members were aware of protocol when the fire alarm sounded.                             |
| Y | N | 6. All doors within the building were closed during the fire drill.                                  |
| Y | N | 7. All staff members were aware of their role in evacuating students in the event of an actual fire. |
| Y | N | 8. All staff members were able to hear the alarm.  |

Comments: \_\_\_\_\_

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- Y      N      9. All staff members were able to evacuate.

If not, please state the reason(s): \_\_\_\_\_

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- Y      N      10. Evacuation of *non – essential* personnel completed?

If **NO**, please explain: \_\_\_\_\_

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11. Check the exit used:

- Front stairwell; discharge to front of the building
- Rear stairwell; discharge to rear of the building
- Side Stairwell; discharge to side of the building
- Direct exit; discharge to assembly area

12. Time elapsed for total evacuation: \_\_\_\_\_

13. Please report any difficulties or problems:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DRILL CONDUCTED BY:

\_\_\_\_\_