Fire/Evacuation Drill Record

JBER FIRE & EMERGENCY SERVICES

Facility Information

Building number: _____________________ Date: _____________________

Building Occupants: ______________________________________________________________

Building Contact: ________________________________ Phone: ____________________

Drill Information

Time of drill: _____________ Total evacuation time: _____________

Total Occupants Evacuated: ________________________________________________________

Was 911 called by occupants? ☐ Yes ☐ No

Were doors closed and unnecessary equipment shut off? ☐ Yes ☐ No

Did magnetic door releases work? ☐ Yes ☐ No ☐ N/A

Was an alarm sounded for the drill? ☐ Yes ☐ No

Were alarm/notification devices working properly (horns/strobes/bells)? ☐ Yes ☐ No

If no, note issue and location: __________________________________________________________________________________

Did all occupants evacuate the building? ☐ Yes ☐ No

If not, note room numbers: _____________________________________________________________

<table>
<thead>
<tr>
<th>Effectiveness Rating of Drill</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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<tbody>
<tr>
<td>Personnel Response</td>
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<tr>
<td>Effectiveness of Procedures</td>
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<td>Speed of Evacuation</td>
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<td>Communications during drill</td>
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Additional comments: __________________________________________________________________________________

________________________________________________________________________________

Witnessed by: ________________________________ Title: _____________________

Report completed by: ________________________________
FACILITY MANAGER INSTRUCTIONS FOR CONDUCTING ANNUAL FIRE DRILLS:

☐ Coordinate with Alarm Shop personnel (552-4046) when they are conducting their annual fire alarm system maintenance for your facility. This is the easiest, least invasive, way of accomplishing this requirement.

  o If completing during Alarm Shop testing, call the Fire Dispatch Center at 552-2801 just before the drill if you intend on someone calling 911 during your evaluation (not simulating), and let Dispatch know that you’re timing this with the Alarm Shop’s test. 552-2801 is also the number to call to confirm if someone did call 911 (only if you don’t witness it yourself and need confirmation).

  o If unable to coordinate with the Alarm Shop, contact the Fire Prevention office for assistance (384-5555)

☐ DO NOT inform building occupants ahead of time except for operations that may be adversely affected with an abrupt shut down. Your goal is an objective evaluation of your unit’s emergency procedures.

☐ Time the evacuation and ensure all personnel follow your established emergency procedures. Effective procedures are more important than speed, although it should be done in a timely manner. DO NOT RUN!

☐ Document any discrepancies on the Fire Drill Sheet, provide training to correct problems, and file the report in TAB C of your facility manager fire prevention folder. Completion of this Fire Drill Sheet will fulfill the fire drill requirement in ABWI 32-2001, section 16.