

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: _____

Effectiveness Rating of Drill	Good	Fair	Poor
Personnel Response			
Effectiveness of Procedures			
Speed of Evacuation			
Communications during drill			

Additional comments: _____

Witnessed by: _____ Title: _____

Report completed by: _____

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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.*
 - 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).
 - 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.*