

# FIRE DRILL RESPONSE FORM

*Note: This form should be completed for any scheduled Residence Hall Fire Drill and any false alarm which results in a building evacuation and scheduled or annual Fire Drills in the Academic Buildings. For help or questions regarding this form, call Taz Wininger at 482-1049*

## Section 1: General Information

Building/Residence Hall Name: \_\_\_\_\_

Date/Time Fire Drill Conducted: \_\_\_\_\_

Person Supervising the Fire Drill: \_\_\_\_\_

## Section 2: Alarm Information

Time of Alarm Activation: \_\_\_\_\_ (am/pm)

Time of Alarm Silence: \_\_\_\_\_ (am/pm)

Did all Alarm Devices Activate? \_\_\_\_\_

Was there any trouble with the alarm, panel, or initiating devices?

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

Please describe any messages or codes shown on the panel, if any?

## Section 3: Evacuation Information

Did everyone in the building evacuate? \_\_\_\_\_

Was corrective action taken for persons who did not evacuate? \_\_\_\_\_

Was the evacuation orderly? \_\_\_\_\_

Any comments/recommendations \_\_\_\_\_

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