

# Fire Drill Reporting Form

Date:

Residential Coordinator:

Time of Drill:

Number of Residents:

Number of Staff:

Time it took to Evacuate the Building:

Office/Hall Door (Fire Door) Closed?

Comments:

(Did all the kids follow proper evacuation procedures; were administrative staff notified to evacuate?)

# Tornado Drill

Date:

RC:

# of residents:

# of staff:

Time to move to designated area:

Checklist. Did you have the following:

All residents and staff in safe area	yes	no
Weather radio	yes	no
Flashlights	yes	no
Extra batteries	yes	no

Comments:

Date:

RC:

# of residents:

# of staff:

Time to move to designated area:

Checklist. Did you have the following:

All residents and staff in safe area,	yes	no
Weather radio	yes	no
Flashlights	yes	no
Extra batteries	yes	no

Comments: