

Fire Drill Form

(Use back of this form if additional space is needed)

Unannounced fire drill conducted on: _____

The following staff members were present:

Drill was announced at (time): _____

Office/facility/site was completely evacuated at (time): _____

Time taken to clear the office/facility/site (minutes/seconds): _____

Any concerns that arose during and after drill:

Plans for improvement (if any indicated):

Plan for next scheduled drill: _____

Safety Officer Conducting Drill:

Name/Signature

Date