

FIRE/EMERGENCY EVACUATION DRILL RECORD



Location Name:	Address:						
Administrator:	Year:						
Instructions:	 Know when you need to perform a fire drill evacuations (monthly, quarterly, or annually) and who needs to participate in the evacuation drills. 	Total Staff:					
	2. Complete this record after each drill.	Total Residents:					
	3. Attach list of staff on duty and participating each time a drill is conducted.						

	Date	Time Start/End	Person Conducting Drill	Notification Method Used	# Staff on Duty & Participated	# of Residents Evacuated	* Special Conditions/ Problems Simulated (e.g. primary exit doors blocked, residents missing, special assistance required)	Problems Encountered	Weather Conditions	Time Required to Complete Evacuation
JAN		/								
FEB		/								
MAR		/								
APR		/								
MAY		/								
JUN		/								
JUL		/								
AUG		/								
SEP		/								
ОСТ		/								
NOV		/								
DEC		/								