



# Emergency Evacuation Drill Report

A record of all fire exit drills shall be kept on the premises for three years. The following minimum information is required per the International Fire Code: 405.5:

Date of Drill: \_\_\_\_\_ Time: \_\_\_\_\_

Facility/Address:

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Person conducting drill: \_\_\_\_\_

Weather Condition:     Sunny     Cloudy     Raining     Windy     Calm  
 Temperature \_\_\_\_\_

Fire Department notified:     Yes     No

If so, how?                     Telephone                     Fire Alarm System

Number of occupants evacuated:    \_\_\_\_\_

If a school, the following number were evacuated:    \_\_\_\_\_ Students                    \_\_\_\_\_ Faculty/Staff

Were all rooms searched by staff members to insure evacuation of all?     Yes     No

Did everyone gather at designated meeting place?     Yes     No

Any special conditions simulated (i.e. blocked exits)?     Yes     No

A different fire alarm “pull station” was tested for this drill (recommended):  Yes     No

Total amount of time to evacuate:    \_\_\_\_\_

Remarks: (special conditions, problems encountered, etc.):

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