



Emergency Fire/Evacuation Drill

Business Name _____

Business Address _____

Drill Leader Name _____

Date/Time of Drill _____

Drill Notification Method _____ **Smoke Detection** _____ **Pull Station** _____ **Other** _____

Fire Department Notification Method _____ **Phone** _____ **Alarm Company** _____ **Both** _____

Number of Staff on Duty _____

Number of Occupants Evacuated _____

Special Conditions Simulated _____

Problems Encountered _____

Weather Conditions _____

Evacuation Time _____

Incident Number _____

Fire Department Officer _____

Drill Leader Signature _____

Staff training sign in:
(if required)