Fire Drill Report

## Important: Do not activate the alarm on your own.

**Fire alarm activation must be done by Environmental Health & Safety or UW Facilities.**

Date and time of drill:

Building name and address:

Evacuation director:

Evacuation wardens/staff reported to assigned areas and performed duties: [ ]  Yes [ ]  No

If no, which floors or areas did not:

Evacuation wardens/staff reported the following to the evacuation director or building administrator/coordinator:

1. Occupants/staff existing using the nearest exit. [ ]  Yes [ ]  No
2. Occupants/staff responded and reported to the evacuation assembly point. [ ]  Yes [ ]  No
3. Individuals with disabilities are accounted for. [ ]  N/A [ ] Yes [ ]  No
4. Visitors and students were properly directed. [ ]  N/A [ ]  Yes [ ]  No
5. Accounted for missing personnel. [ ]  N/A [ ]  Yes [ ]  No
6. The alarm was audible throughout the area. [ ]  Yes [ ]  No
7. No premature reentry. [ ]  Yes [ ]  No

Observations (includes notes that will help improve response, performance, and management of future evacuation drills):

Form completed by (evacuation director, building administrator/coordinator or designated person:

**Email the completed form to evacdril@uw.edu or mail to EH&S Fire Safety, Box 354400.**