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](mailto:evacdril@uw.edu) or mail to EH&S Fire Safety, Box 354400.**