

# Fire Drill Report

Date:

Time:

Location:

Conducted By:

## Drill Details

Type of Drill:

Alarm Time (hh:mm:ss):

Evacuation Start Time (hh:mm:ss):

Evacuation End Time (hh:mm:ss):

Total Evacuation Time (mm:ss):

Number of Participants:

## Observations

Evacuation Process:

Assembly Area:

Roll Call Completed?

Issues/Obstacles Noted:

Actions Taken

Action/Correction	Person Responsible	Date

Additional Comments

Report Prepared By:

Signature:

Date: