MONTHLY FIRE DRILL REPORT

Date of Fire Drill: ________________________________  Shifts involved ____1st____2nd____3rd

Time Drill Conducted: ________________________________  Location of Fire: ________________________________

ALARM PERFORMANCE

How/Why was the fire alarm sounded: _____Manual Pull _____Sprinkler System _____Power Outage

How was drill initiated:  _____Fire alarm pull station _____Smoke alarm

List specific location of fire alarm pull station/smoke alarm used: ________________________________

What technique was used to represent/indicate fire (e.g., red cloth, sign, etc.)

Drill Type: _____Audible Alarm  _____Coded/Silent Alarm

(Note: if alarm not audibly tested during drill, the alarm must be sounded the following morning)

Date Alarm Audibly tested (if not tested during drill):____/_____/____  Did all staff hear the alarm? ___Yes____No

Did all fire emergency equipment function properly (fire doors, smoke dampers, etc.) ____Yes ____No

Did auto dispatch notification function correctly: ____Yes ____No  What time did dispatch receive alarm:

PERSONNEL PERFORMANCE (R.A.C.E)

RESCUE

Were all the residents & visitors evacuated from the fire zone (i.e., were all areas secured):_____Yes _____No

Was there a proper/systematic search conducted: ___Yes ___No

Did staff account for all residents:        ____Yes  ____No

ALARM

Who activated the alarm:

Was the alarm properly activated:  ____Yes ____No

Did staff call the fire department:  ____Yes ____No ____N/A (Drill Only)

Was the alarm reset:  _____Yes ____No ____N/A (Coded Alarm)

CONTAINMENT

Did staff close resident room doors:  ____Yes ____No

Were corridor doors unobstructed: _____Yes ______No

Did all corridor doors latch properly:      ____Yes ____No

EXTINGUISHMENT/EVACUATION

Were proper fire extinguishers taken to fire area: _____Yes ____No

Did staff simulate using a fire extinguisher:  ____Yes ____No

Did staff stay with evacuation residents:                    ____ Yes ____ No

If a “large” fire, were evacuation plans as outlines in “Fire Evacuation Procedure” followed: ____ Yes ____ No ____N/A

How long did it take to secure/evacuate all areas: _________________minutes

COMMENTS/SCENARIO:

________________________________________________________________________

Signature of Person Supervising Drill:____________________________  Title:_______________________________________

*A coded announcement may be used between 9PM & 6 AM instead of audible alarms.  ** If actual fire, use official state forms and report all details of the fire.