



QUARTERLY 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.*