

Administration and Finance
Division of Environmental Health and Safety
Facility and Fire Safety

Building 179
Gainesville, Florida 32611-2200
Telephone (352) 392-1591
Fax (352) 392-6367

FIRE DRILL REPORT

(File completed form with your building records and submit a copy by mail or fax to EH&S)

Date of Drill: _____

Time: UPD Notified: _____

Alarm Sounded: _____

Building:

Name: _____

Address: _____ Phone#: _____

- How many people were in the building at the time of drill? _____
- How much time was required for complete evacuation? _____
- Were all egress routes free of obstructions, with exit doors usable without delays? _____
- Were there any problems relative to this drill? If yes, list. _____

- Has the fire alarm been reset? _____
- Has UPD been notified of drill completion? _____

Submitted by: (Print) _____ Date: _____
Fire Safety Coordinator

(sign) _____
Fire Safety Coordinator

Received by: _____ Date: _____