

DSU Campus Safety and Emergency Management

Dickinson State University
FIRE DRILL REPORT

Date of Drill

Important

Verify that all procedures preparing for and conducting fire drills have been completed. Do not activate the alarm on your own. Fire Drill alarm activation must be done by DSU Campus Safety or Facility Operations. **This report will be utilized to maintain record of all fire drills that occur on DSU Property. This report must be filed with the DSU Campus Safety Office, Email: dsupublicsafety@dickinsonstate.edu**

Building Name & Physical Address	
Building Safety Coordinator or Evacuation Director	
Start Time:	End Time:

FIRE DRILL EVALUATION	YES	NO
Did Dickinson Fire Department assist in the exercise?		
Was the complete evacuation of the building accomplished?		
Did the alarm sound clearly and without malfunctioning during the drill?		
Was the fire alarm heard in all areas of the building?		
Did the fire control panel function properly?		
Did all fire doors close properly?		
Were all hallways and exits clear of obstructions?		
Did the occupants evacuate to the evacuation assembly area?		
Did the floor monitors check all areas of the building for accountability purposes?		
Were staff assigned to prevent reentry into the building?		
Were procedures for persons requiring assistance addressed?		
Did everyone avoid using the elevator?		
Were all office doors closed but not locked?		
Evacuation maps are up to date?		

Comments:
Observed/Rated By: