



Yuma County Report Form Fire Drill – Emergency Evacuation

Date of Drill:				Report Completed By:			
Type of Drill:		Scheduled		Unscheduled		Table Talk Drill	
Departments & Buildings that participated:							
Who Discovered the Emergency?						Where:	
Type of alarm sounded:				Activated by:			
Who notified the Fire Department?				Time:			
Time Evacuation Started:				All Clear:		Total Time:	
Drill Conducted by:				Evacuation Coordinator:			
Staging Officer:				Employees Accounted For?			
Room Inspectors/Traffic Control Officers:							
Observers:							
Doors Closed?				Corridors Clear?			

Date	Time	Special Conditions Simulated

Did employees go to and remain at the Staging Area until “all cleared” to return to their offices?		
Were visitors/customers or disabled individuals assisted out of the building?		
Was the Fire Emergency Plan executed correctly?		
Weather conditions when occupants were evacuated:		
Did all alarms/equipment work properly?		
Alarm System reset by:		
Problems Encountered/Comments:		
Number of occupants evacuated (if possible to count)		

NOTE: Participating Personnel - List (attached additional page if necessary)