Fire Drill Reporting Form

Administered by Environmental Health and Safety Services
This form must be kept to comply with OSHA regulations and the Virginia Statewide Fire Prevention Code.
Please send a copy to EHSS (0423).

Date of Drill	
Time of Drill	
Location of Drill	
Building/Floor/Area Warden **(Print Name)**	
Weather Conditions	
Number of Occupants	
Total Time to Evacuate **(minutes)**	
Fire Warden Report **(Good/Bad/Problems)**	
Other Information or Concerns	

Signature _____ _____
Building or Department Fire Warden **Date**

Signature _____ _____
Fire Safety Engineer or Fire Protection Inspector **Date**

Signature _____ _____
Witness **Date**

(Any, or all, of the above can complete this form.)