



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

PO Box 112200, Building 179
Gainesville, Florida 32611-2200
Telephone (352) 392-1904
Fax (352) 392-6367

FIRE EXIT 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: _____

GFD 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? _____
• Have UPD and GFD been notified of drill completion? _____

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

(sign) _____
Fire Safety Coordinator

Received by: _____ Date: _____