

EMERGENCY DRILL REPORT

Organization Name:		
Location (address):		
Type of drill (circle one): Fire Tornado		
Date of drill:	Start time:	End time:
Alarm activation method (circle one): Audible alarm Coded announcement Other		
Name of person who coordinated the drill:		

Name of person completing report:
Signature:
Date:

FIRE DRILL PROCEDURE

Describe drill scenario (location of "fire," anyone in urgent danger):			
Critique actions taken (write a brief description below for any "NO" answers)	YES	NO	N/A
Establish a leader			
Call for help			
Rescue anyone in immediate danger			
Announce CODE RED			
Pull fire alarm (simulate)			
Dial 911 (simulate)			
Confine fire (close doors, windows, openings)			
Extinguish if possible (simulate)			
Evacuate to point of safety (may be in the building)			
Critique:			

TORNADO DRILL PROCEDURE

Describe drill scenario (level of tornado emergency, where people were):			
Critique actions taken (write a brief description below for any "NO" answers)	YES	NO	N/A
TORNADO WATCH (tornado is possible)			
Establish a leader			
Listen to media for more information			
Be prepared to "shelter in place" (set up chairs, water)			
Count heads and gather sign-in sheet			
Monitor doors; be intentional about allowing people to leave			
Gather blankets or other padded items (coats? pillows?) if you have them; move those to safest area*			
Close off doors to outside rooms			
Move people to safer areas			
TORNADO WARNING (tornado has been sighted or indicated by weather radar)			
Establish a leader			
Listen to media for more information			
Gather sign-in sheet (if you haven't already)			
Immediately move people to safest area*: _____			
Check restrooms, other areas for people			
Have people sit in position (if possible, protect heads with blanket or other covering)			
Close doors to outside rooms			
Count heads and check against sign-in sheet			
Stay in this position until given the "all clear" by authorities			
Critique:			

Participants (list individuals who participated in the drill):	
1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.