



THE UNIVERSITY OF WINNIPEG

FIRE DRILL RECORD

The purpose of a fire drill is to ensure that occupants understand the procedures necessary in case of fire to: sound the alarm, notify the fire department, take any steps to safely confine and contain the fire if possible. Participants must also understand the conditions when it is necessary to evacuate the building and how to proceed to the muster area.

Building: _____ **Room:** _____

Department: _____ **Course/Section:** _____

Table Top Exercise **Partial Evacuation (No Alarm)** **Evacuation**

If evacuation was performed, indicate total time _____

Please include names of participants on Training Record Form

Location of Nearest Pull Station: _____

Activating a pull station at the first sign of fire will notify the fire department.

Emergency Exit: _____

Special Instructions Provided on Fire/Life Safety Equipment:

Fire Extinguisher **Fire Blanket** **Other** _____

Please indicate any concerns identified during drill exercise:

Instructor: _____ **Signature:** _____

Date of Drill: _____