



MONTHLY FIRE DRILL REPORT

Fire drills shall be conducted quarterly for each shift. Each drill shall be in accordance with the facility evacuation plan. Fire drills shall be initiated by the activation of the fire alarm system. When drills are conducted between 9 p.m. and 6 a.m., a coded announcement may be used instead of audible alarms. Records shall be maintained and available for review by the Washington State Fire Marshal.

Facility Name		
Address		
Date	Time _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Shift <input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Night
SIMULATED FIRE DRILL		
Location of simulated incident:		
Type of alarm device initiated:		
Alarm monitoring company notified before initiation of fire alarm?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Fire alarm system functioned properly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Fire alarm system reset and back in service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
If no, describe actions taken:		
Residents removed from room of origin?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Resident room doors closed and latched?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Residents moved to a safe area of refuge?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Coded announcement initiated to identify location of fire?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Backup 911 call initiated (simulated)	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Staff outside of fire area responded and assumed duties in accordance with fire evacuation plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire and smoke barrier doors in corridor closed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Exit corridors cleared of all equipment and obstructions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Time fire drill concluded		
Critique of fire drill		

