



# 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:** \_\_\_\_\_