



Holy Spirit

CATHOLIC SCHOOL DIVISION

FIRE DRILL RECORD

BOARD OFFICE (PHONE OR EMAIL) NOTIFIED PRIOR TO DRILL?

YES

NO

NON-EMERGENCY (403-329-1225) NOTIFIED PRIOR TO DRILL?

YES

NO

Name of Building:

(circle) (circle)
Date of Drill:

Building Address:

Postal Code:

Contact Person:

Phone Number:

Alarm Activated At: ("A")

Time Evacuation Completed: ("B")

Total Evacuation Time: ("B"- "A")

Time Main Panel Reset At:

By Whom

Number of Participants:

YES

NO

Was a telephone call made to the Non-Emergency Line:

Was the alarm location checked at the Main Panel:

Were **ALL** the washrooms checked for occupants:

Were **ALL** the offices checked for occupants:

Were **ALL** the vacant rooms checked for occupants:

Were office doors closed:

Was the meeting place used:

Did **ALL** occupants of the building participate:

Were air handling units shut down:

Comments and Recommendations:

NON-EMERGENCY (403-329-1225) NOTIFIED DRILL COMPLETED AND VERIFIED
ALARM COMPANY SIGNAL RECEIVED:

YES

NO

(circle)

(circle)

BOARD OFFICE (BY PHONE OR EMAIL) NOTIFIED DRILL COMPLETED:

YES

NO

Signature: Person in Charge of Building

Signature: Person conducting drill.

Please forward a copy to: Director of Facilities

Retain a copy for your files and for fire inspector's
observation upon request.