



The Arc of Prince George's County

Evacuation/Fire Drill Report

Surprise Drill Pre-announced Drill

Site Name _____ Date of Drill _____

Address _____ Time of Day _____: _____ am pm

Number of staff members present: _____

Number of individuals with disabilities present: _____

Was the evacuation route practiced? yes no

Are fire extinguishers charged and inspected within the past year? yes no

Were smoke detectors checked and found to be in working order? yes no

Did you replace or clean the furnace filter? yes no

Is your dryer lint trap cleaned after each use? yes no

Water Temperature: _____ Adjustment needed? yes no

If the water temperature is more or less than 110°, and at least one of the individuals in the home is not able to regulate his/her own water temperature, please adjust the water temperature to 110°.

Any problems encountered during drill? Please explain _____

Amount of Time taken to evacuate: _____ minutes and _____ seconds

If the evacuation takes longer than 2 minutes, please repeat the drill a second time during the month to attempt to reduce the time it takes individuals to evacuate.

Signature of staff member running the drill

Date

Please submit to office by the 5th of the month

Reviewed by (Administrative Staff member)

Date

Comments:

