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 person present: ______________________
Number of individuals with disabilities present: ______________

Was the evacuation route practices?  ☐ Yes  ☐ No
Are the fire extinguishers 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 filters?  ☐ 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 degrees, 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 degrees.

Any problems encountered during drill?  ☐ Yes  ☐ No  If: yes 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

Received by (Administrative Staff member) ______________________ Date __________

Comments: ____________________________________________________________