



EMERGENCY PREPAREDNESS AND FIRE DRILL REPORT

Type of drill: Emergency Preparedness Fire Date: _____

Facility: _____ Building: _____ Quarter: 1st 2nd 3rd 4th

Start time: _____ a.m. p.m. Stop time: _____ a.m. p.m.

Did all employees, contract staff, and volunteers participate? Yes No

If not, why? _____

Prisons must complete this section	Time drill notification received: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Time notification given to Shift: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Shift: <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd	Time notification made to Control: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Time emergency keys drawn: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.

Check any of the following that apply

Type of training: Actual response and/or physical use of equipment
 Verbal discussion and review of procedures and/or orders

Type of simulation: Fire Natural disaster Disturbance (e.g., riot, fight) Medical emergency
Other: _____

Equipment/training: Fire extinguisher Radio communications Fire alarm system
 Key control Other: _____

Evacuation: Were employees/contract staff/volunteers evacuated? Yes No
How much time did it take to account for everyone? _____
Were individuals under the Department's jurisdiction evacuated? Yes No
How much time did it take to account for everyone? _____

Did all alarm notification devices (e.g., horns, strobes) operate properly? Yes No

Were first aid kits and persons trained in first aid available? Yes No

Briefly describe the drill/training conducted:

Describe any deficiencies:

Actions taken to correct any deficiencies:

Work order/request number if submitted to complete any corrective actions: _____

Employee coordinating drill: _____

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 00-03, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Fire Prevention Plan Coordinator