

Emergency Evacuation (Fire and Evacuation) Drill

This emergency evacuation fire drill report shall be submitted to the University Fire Marshal's Office by [email](#) or fax 480-965-0736 for record keeping purposes.

Inspection description:

Emergency Evacuation Drills (Fire and Evacuation).
International Fire Code 2012 Edition. Chapter 4 Emergency Planning and Preparedness. Section 405 Emergency Evacuation Drills.

Inspection topics:

Building and occupancy information

Building and occupancy name:

This shall be the common name of the building as listed on the [Facilities Data Sheet](#).

Notes:

Building or occupancy address:

This shall be the official ASU address as listed on the [Facilities Data Sheet](#).

Notes:

Frequency of conducted emergency evacuation

Annual. Annual calendar is from Jan. 1 to Dec. 31.

Yes:

No:

Enter information if other than annual:

Define the other than annual emergency evacuation that was accomplished.

Not applicable:

Notes:

Notification to all responsible entities

ASU Police was contacted prior to and after the drill. ASU Police: 480-965-3456.

This is only required when the fire alarm system is utilized to initiate the emergency evacuation.

Not applicable:

Notes:

Fire alarm system placed on test

If the fire alarm system is used to initiate the drill, the alarm shall be placed on test with ASU Police and or the fire alarm monitoring company for the duration of the emergency evacuation.

By contacting ASU Police at 480-965-3456 or the monitoring company's contact. Only if the fire alarm system is utilized to initiate the emergency evacuation.

Not applicable:

Notes:

Miscellaneous comments and or general life safety notes

Provide explanation:

Not applicable:

Notes:

**Record Keeping – IFC (2012): Section 405 Emergency Evacuation Drills. 405.5
Record Keeping**

Identity of the person conducting the emergency evacuation.

Provide the listed name and general contact information:

Name:

Title:

Email:

Phone:

Notes:

Date and time of emergency evacuation

Provide the date and time of emergency evacuation in the following format: month day, year. Include the time the emergency evacuation was started.

Notes:

Notification method used

Provide detail of how the emergency evacuation was initiated (e.g. manual pull station, fire drill button, bullhorn, blast email, etc.).

Notes:

Staff members on duty and participating

Provide a list of staff members and or a general number of how many staff participated.

Notes:

Number of occupants evacuated

Use the staff members to count the occupants in the assembly areas.

Notes:

Special conditions simulated

Provide a description of any special conditions simulated (e.g. casualties, smoke, etc.).

Not applicable:

Notes:

Problems encountered

Provide a description of any problems that came up during the drill that need to be addressed.

Not applicable:

Notes:

Weather conditions when occupants were evacuated

Provide detail of the weather at the time of the drill (e.g. 75 degrees partly cloudy). Can utilize a weather app on phone or other technology to determine this.

Notes:

Time required to accomplish complete evacuation

Provide the approximate time in minutes that it took the occupants to evacuate.

Notes:

Assembly locations

Provide the location that the occupancy assembled outside of the building.

Notes:

Miscellaneous information

Anything that needs to be mentioned that is not included in the above fields.

Not applicable:

Notes: