

**University of West Florida  
Department of Housing and Residence Life  
Fire Alarm and Fire Drill Report Form**

This form is to be completed by a Professional Staff Member (and for the purpose of this form, Hall Directors are considered as Res. Life Pro. Staff) immediately following any fire drill, fire alarm, false alarm, or fire. The original should be forwarded to the Assistant Director of Housing for Residence Life. Copies should be forwarded to the Area Professional Staff where the fire alarm/ drill occurred. *When facilitating a drill, attach additional comments regarding staff expectations and performance.*

1. Name of the Building/Area: Heritage Hall

Name(s) of Professional Staff Member(s) on Site Rachel Blakesley

2. Date of Alarm/Drill 10/13/2013 Time of Alarm/Drill AM / PM: 8:30 PM  
Fire alarm system was activated by/for:

**Actual Fire/Smoke** \_\_\_\_\_

**Planned Fire Drill** \_\_\_\_\_

**False Fire Alarm** a hot water faucet was left on in one of the custodial closets – eventually the hot water started coming out and steam set off the fire alarm in the building

**Unplanned Fire Drill** \_\_\_\_\_

**Other** \_\_\_\_\_

3. Was alarm/drill audible enough to alert residents in all areas? Yes

4. Were all windows closed? Yes Lights on? Yes Doors Closed? Yes

5. Did all staff members properly execute their duties?

Pro-Staff Yes; Howard and on-call maintenance were contacted  
Student Staff Yes; residents were effectively calmed and evacuated

6. Attitude of residents during drill/alarm calm

7. Did the UWF Police respond to the alarm/drill? Yes

8. Did the Pensacola Fire Department respond to the alarm/drill? No

9. Did all occupants evacuate the building? Yes

*If no, please complete documentation and attach copies to this form prior to final completion. All persons who do not evacuate at the sound of the alarm will be documented through the appropriate judicial system*

10. Corrective/judicial actions initiated by Housing staff: None

11. Trouble spots and other factors affecting alarm/drill/evacuation. None

12. Recommendations for safety and/or improvement don't leave the hot water faucet on ☺

Date 10/14/2013

Professional Staff Signature Rachel Blakesley