



Longwood University
Environmental Health, Safety and
Emergency Management Office
201 High Street, Iler 106, Farmville, VA 23909
Phone: 434.395.2940 Fax: 434.395.2635

Fire Evacuation Record

Name of Record Keeper: Environmental, Health, Safety and Emergency
Management Office

Building Name: _____

Number of Floors: _____

Number of Students Assigned to Building”

Date: _____

Time Drill Began: _____

Time Drill Ended: _____

Location of Assembly Point for Building

Weather: _____

Time Alarm Sounded_ Time Building Given an All Clear

Number of People Evacuated

Action Items to be Reviewed after the Alarm/Drill:

Was the Fire Alarm Pulled For the Drill
