GALLAUDET UNIVERSITY | LAURENT CLERC NATIONAL DEAF EDUCATION CENTER

KDES FIRE DRILL / BUILDING EVACUATION CHECK LIST (RED) MSSD

This report is to be completed immediately after each fire drill and a copy sent to the Building Marshal.

☐ Marshal ☐ Captain Date: _____ Time: _____

Nature of the Incident: _____ Speed of Evacuation (in minutes): _____

KDES (check one or more)

Grades 3rd/4th/5th – 1st Floor – West	☐ 1100s ~ 1200s
Grades 6th/7th/8th – 1st Floor – East	☐ 1300s ~ 1400s
Auditorium/Principal – 2nd Floor - Northwest	☐ 2000s ~ 2100s
Student Services – 2nd Floor - Northwest	☐ 2300s
SHS/Technology – 2nd Floor - Northeast	☐ 2500s
Cafeteria/PE/Gym/Pool – 2nd Floor - East	☐ 2700s ~ 2900s
ECE – 2nd Floor - Southwest	☐ 2200s ~ 2600s
Grades K-2 – 2nd Floor - Southeast	☐ 2400s ~ 2800s
Vice President/AO/HR – 3rd Floor - West	☐ 3100s ~ 3200s
Library/PDD – 3rd Floor – North & South	☐ 3300s ~ 3400s
Work Room & PR – 3rd Floor – North & South	☐ 3500s ~ 3600s
After School Program – 3rd Floor - East	☐ 3700s ~ 3900s

MSSD (check one or more)

EZ/Arts/SL Annex/Malz/Hobbs – 1st Floor - East	☐ 116 ~ 140
Social Studies – 1st Floor - East	☐ 121 ~ 139
LRC/Principal/Orientation – 1st Floor - West	☐ 100 ~ 121
Science Department/Cafeteria – 1st Floor - West	☐ 101 ~ 108
SL Upper Level/Comm./CA – 2nd Floor - East	☐ 214 ~ 238
Math Department – 2nd Floor - East	☐ 220 ~ 233
EPO/Counseling – 2nd Floor - West	☐ 211 ~ 219
English Department – 2nd Floor - West	☐ 201 ~ 207
Planning, Dev. & Diss. (PDD) – 2nd Floor - West	☐ 200 ~ 214

STUDENT LIFE

Student Life Annex/Eagle Zone/Malz Theatre	☐ 116 ~ 238
Ballard North G/1st/2nd/3rd/4th	☐ G00s ~ 400s
Residence Hall B G/1st/2nd/3rd	☐ G10s ~ 300s
Gym & Pool	☐ 100s ~ 200s

TO BE CONDUCTED AT TIME OF EVACUATION (check one or more)

TO BE COMPLETED BY BUILDING MARSHAL

☐ Yes	☐ No	☐ N/A	Department of Public Safety was notified.
☐ Yes	☐ No	☐ N/A	Evacuation was conducted promptly.
☐ Yes	☐ No	☐ N/A	Team members carried out all assigned duties (floor search, head count, etc.).
☐ Yes	☐ No	☐ N/A	Assistants to the physically disabled and non-ambulatory were assigned.
☐ Yes	☐ No	☐ N/A	Fire alarm, strobe lights, bells, and all MessageNet equipment (TV & Text Message Board) were clearly heard or seen, and functioning properly in all areas.

TO BE COMPLETED BY FLOOR CAPTAIN

☐ Yes	☐ No	☐ N/A	Evacuation was conducted in a smooth and orderly manner.
☐ Yes	☐ No	☐ N/A	Doors to classrooms, offices, etc. were closed, and door blinds were opened.
☐ Yes	☐ No	☐ N/A	All occupants evacuated the building; were evacuated to a safe distance; and met a pre-designated meeting place.
☐ Yes	☐ No	☐ N/A	Students were kept calm and orderly at evacuation site.
☐ Yes	☐ No	☐ N/A	Occupants waited for "All Clear" signal.
☐ Yes	☐ No	☐ N/A	Assistants to the physically disabled and non-ambulatory were assigned.
☐ Yes	☐ No	☐ N/A	Fire alarm, strobe lights, bells, and all MessageNet equipment (TV & Text Message Board) were clearly heard or seen, and functioning properly in all areas.
☐ Yes	☐ No	☐ N/A	Electrical devices; i.e. oven, heater, and fan, were turned off, and lights were turned off.

AT EVACUATION/SAFE SITE (TO BE COMPLETED BY FLOOR CAPTAIN)

☐ Yes	☐ No	☐ N/A	Introduce yourself; lead teachers/staff/students to safe areas.
☐ Yes	☐ No	☐ N/A	Explain to children/students the nature of crisis

REMARKS/RECOMMENDATIONS

Explain all "NO" answers and make additional comments, problems encountered, etc.

_____

_____

Print Name: _____ Signature: _____