

**Transportation Mobility and Safety Division
North Carolina Department of Transportation**

Fire Drill Verification Form

As of September 24, 2009, the State Highway Administrator has required all Division of Highways facilities to conduct two fire drills every year. Fire drills do not necessarily need to be coordinated with fire departments or other emergency management officials, and do not necessarily need to have the fire alarms sounded. However, every employee is required to evacuate the facility during these drills and meet at their primary meeting place, and occasionally their secondary meeting place, in order to become familiar with evacuation procedures. Employees may not reenter the facility until an all clear is provided by the individual conducting the drill. Following a drill, this form shall be completed and sent to the individuals listed at the bottom.

Date of Drill: _____ Time of Drill: _____

Location/Facility: _____

Individual Conducting Drill: _____

Alarm Method Used: _____

Were Local Fire/EMS Officials Involved in, or Respond to, the Drill? Yes No

Did all employees present evacuate the facility? Yes No

Meeting Place Used: Primary Secondary

Weather Conditions: _____

Comments: _____

Name: _____ Signature: _____

Send completed and signed form to: Division Safety Coordinator

cc: Unit Head
 Direct Supervisor (if other than Unit Head)
 Unit Safety Coordinator (if other than Division Safety Coordinator)