**Fire Evacuation Record**

**Name of person providing this information:**

**Building Name**:

**Number of Floors**:

**Date**:

**Time Alarm Sounded**:

**Time Building Given an All Clear**:

**Location of Assembly Point**(s) **for Building**:

**Weather**:

**Number of People Evacuated**:

**Action Items to be reviewed after the Alarm/Drill**:

**Email completed form to:** ***safety@longwood.edu***