Ohio University
Department of Environmental Health & Safety

Fraternity/Sorority House Fire Drill Reporting Form

Every Fraternity/Sorority House must conduct a fire drill within the first two (2) weeks of each semester. This form is to be completed after each fire drill and submitted within one (1) week of its completion to the Sorority & Fraternity Life Office, Baker 330. For questions regarding this form please contact the Department of Environmental Health and Safety, University Service Center, Room 177, 740-593-1666.

Date and Time of the Fire Drill: _____
(date) (time)

Number of minutes and seconds needed to evacuate the house: _____

House street address: _____

Number of occupants: _____ Number evacuated: _____

Contact phone number: _____

(Please describe below the effectiveness of the fire drill. Comment on any problems which arise, time taken to clear the building, occupant cooperation, method of sounding the alarm, etc.)

_____ _____
President or Risk Manager Signature Print Name of President or Risk Manager

_____ _____
Sorority or Fraternity Name Date Submitted

_____
Sorority/Fraternity Address (Street, City, Zip)

Revised 8/15/14