



## Fire Alarm Activation Report

This form should be completed immediately following alarm activation. This form should be sent via email to the security coordinator, director of RPS, associate directors for RPS, and community's assistant director. Please save this form as "Fire Activation Report (Hall Name)-Date".

Alarm Type:

Date of Incident:

Person Filing Report:

Time of Incident:

Building:

Day of Week:

UGA PD CRN:

Advocate Case Number:

Fire Status:

Injury:

Property Damage:

Location of Activated Device:

Device Activated:

Floor & Room or Closest to:

Location of Pull Station (only if pull station was activated device):

Depending on the cause of activation, work order submitted?

Description of the cause of activation and fire panel message:

Did students and staff evacuate the building in a timely manner? If no, please explain in the space provided.

Did students and staff move a safe distance away from the building? If no, please explain in the space provided.

Did staff members encounter any problems that may need to be examined in the event of another alarm? If yes, please explain in the space provided.