



# Ewing Township Fire Services

# Fire Drill Request

Fire evacuation drills facilitated by the Fire Department can be requested through the form below. The Fire Department will lock-out, activate, and restore the fire alarm system in your building, as well as answer any questions from the assembled group following the evacuation. It is the responsibility of your Department Safety Coordinator to contact your fire alarm company, have an evacuation plan unique to your department, and to inform employees of their appropriate evacuation route prior to the drill.

When you provide preferred dates below, please note that the Fire Department will do its best to arrange a drill on a provided date, but can't make any guarantee. Emergency response can cause last minute cancellations, please be aware. As such, dates more than two weeks out are more likely to be accommodated.

Once requested, a member of our staff will contact you via email within five business days to coordinate the date and time of your drill.

**Point of Contact:**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Work Phone:** ( \_\_\_\_\_ ) \_\_\_\_\_ **Ext.** \_\_\_\_\_

**Cell Phone:** ( \_\_\_\_\_ ) \_\_\_\_\_

**Email:** \_\_\_\_\_

**Organization/Department Name:** \_\_\_\_\_

**Address:(Street)** \_\_\_\_\_

**(City)** \_\_\_\_\_ **(State)** \_\_\_\_\_ **(Zip)** \_\_\_\_\_

**Fire Drill - Choice 1:**

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Fire Drill - Choice 2:**

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**PLEASE RETURN COMPLETED FORM TO: [ewingfire@ewingnj.org](mailto:ewingfire@ewingnj.org)**