



Fire Drill Checklist

This report is to be completed immediately after each fire drill and a copy sent to the Life Safety Coordinator. Explain all "No" answers along with any comments, problems encountered, and recommendations on an additional sheet.

Date: _____ Time Drill Started: _____ Time Drill Ended: _____

Building: _____ Floor: _____

Communications

- Was the fire alarm clearly heard in all areas? Yes No
- Was the public address system clearly heard in all areas? Yes No
- Was the Fire Department notified? Yes No
- Was Security notified? Yes No

Evacuation Team Personnel

- Did team members report to respective stations? Yes No
- Did team members carry out all assigned duties (floor search, head count)? Yes No
- Were elevators brought to the main floor and held? Yes No

Containment of Fire

- Were all doors closed but not locked? Yes No
- Was a fire extinguisher taken to the location of the fire? Yes No

Evacuation

- Were corridors and exits kept clear? Yes No
- Did the evacuation proceed in a smooth and orderly manner? Yes No
- Did visitors to the building take part in the drill? Yes No

Utilities

- Were electric and gas appliances turned off? Yes No
- Were lights left on? Yes No
- Was the ventilating system shut down? Yes No

Records

- Were important documents and cash secured or prepared for removal? Yes No

Signature of Floor Warden or Observer

Date