

EMERGENCY EVACUATION / FIRE DRILL CHECKLIST

DRILL INFORMATION

Date of Drill ____ / ____ /20____

Name of Building/Facility: _____

Building/Facility Address: _____

Time Initiated ____:____ AM/PM Time Completed ____:____ AM/PM Elapsed Time _____ Min.

Drill Administrator Name: _____ Title/Position _____

TEMP: *Cold / Warm / Hot* WINDS: *Calm / Breezy / Windy* PRECIP: *Sunny / Cloudy / Rain / Snow / Sleet*

FIRE AND EMERGENCY EVACUATION DRILL OBJECTIVES

1. Evaluate the effectiveness of the overall evacuation of the building.
2. Evaluate the effectiveness of the fire and life safety evacuation plan.
3. Evaluate the ability to recognize the fire/evacuation alarm system.
4. Determine whether appropriate actions were taken upon hearing/seeing the alarm.
5. Determine that personnel begin the evacuation process in an acceptable manner and/or per plan.
6. Evaluate the ability to provide assistance to visitors or individuals who are experiencing difficulty.
7. Evaluate the ability to recognize and take appropriate actions when a means of egress is unsafe.
8. Ensure occupants report in at designated meeting place(s).

RECORD KEEPING

At a minimum, the following information is required to be collected during fire drills per the Fire Code:

1. Identity of the person conducting the drill.
2. Date and time of the drill.
3. Notification method used.
4. Staff members on duty and participating.
5. Number of occupants evacuated.
6. Special conditions simulated.
7. Problems encountered.
8. Time required to accomplish complete evacuation.

DRILL TIMES

Drills may and should be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.

Note: this form is an example and tool to assist with compliance in meeting the above outlined requirements and objectives. Every emergency is unique and dynamic, but the primary goal remains the same, which is making every person as safe as possible by routinely practicing the basics.

EMERGENCY EVACUATION / FIRE DRILL CHECKLIST

PRE-DRILL ASSESSMENT

Evacuation routes posted {Y} {N}
Evacuation signs are in good condition {Y} {N}
Exits clearly marked {Y} {N}
Exit signs are properly illuminated {Y} {N}
Exit doors operating properly {Y} {N}
Egress routes free of obstructions {Y} {N}
Egress routes properly illuminated {Y} {N}

COMMUNICATION

Drill Activation Method:
Alarm Activation PA System Word of Mouth
Other: _____

Drill preannounced to staff {Y} {N}
Fire department present for drill {Y} {N}
Alarm monitoring company notified {Y} {N}
Security, if present notified {Y} {N} {N/A}

FIRE CONTAINMENT

Doors and windows closed {Y} {N}
Rooms checked prior to closing doors {Y} {N}
Door latch devices operated appropriately {Y} {N}
Doors left unlocked {Y} {N}

UTILITIES

Heating appliances were turned off {Y} {N}
Cooking appliances were turned off {Y} {N}
HVAC units were shut down {Y} {N} {N/A}
Fire extinguisher taken to location of fire {Y} {N}

EVACUATION

All occupants participated and evacuated {Y} {N}
If not, why: _____
Restrooms were checked if occupied {Y} {N}
Evacuation was orderly {Y} {N}
Visitors escorted and accounted for {Y} {N}
Special needs person(s) accommodated {Y} {N}
Elevators were used during evacuation {Y} {N}
Overall response of occupants:

Satisfactory *Unsatisfactory*

Noise level of evacuation:

Satisfactory *Unsatisfactory*

Number of occupants evacuated:

Visitors: _____ Staff: _____
Tenants: _____ Students: _____

TOTAL: _____

PLAN

Evacuation performed according to plan {Y} {N}
Designated meeting places worked well {Y} {N}
Designated meeting place(s) located at safe
distances from building {Y} {N}
Fire department "mock" notification made {Y} {N}

FIRE ALARM SYSTEMS

Fire Alarm clearly heard in all areas
{Y} {N}
Alarm monitoring company received alarm
{Y} {N} {N/A}
Electro-magnetic door locks operated appropriately
{Y} {N} {N/A}
Elevators recalled to the correct floor
{Y} {N} {N/A}

*Any item receiving a "No" is an item that the facility
should work on to correct if applicable.*

EMERGENCY EVACUATION / FIRE DRILL CHECKLIST

Staff Roster:

Name (Last, First):

Initials:

[illegible]

Special Concerns, Notes, or Comments:

[illegible]