## EMERGENCY/FIRE DRILL CHECKLIST

Name of Building/Facility						
Building/Facility Address						
Location of Drill (Specific floor/wing/etc	)		Date of Drill	/	/2	20
Time Drill Initiated: AM/PM	Time All Occupants		Vacated: AM/PM Elapsed Tim	Time Min.		
Drill Monitor Name:		Ti	tle/Position			
Weather: TEMP: Cold / Warm / Hot	WINDS: Calm /	/ Breez	zy / Windy PRECIP: Sunny / Cloudy / Rain	n / Sn	ow / Sl	eet
PRE DRILL ASSESSMENT  Evacuation routes posted  Evacuation signs are in good condition  Exits are clearly marked  Exit signs are properly illuminated  Exit doors operating properly  Egress routes free of obstructions  Egress routes properly lighted  COMMUNICATION  Method of Drill Activation:  Alarm Activation PA System  In-House Word of Mouth Other:  Drill preannounced  Fire department present for drill  Alarm monitoring company notified	YesNo Yes Yes	- No No	UTILITIES  Electrical appliances were turned off Lights were turned off HVAC units were shut down  PLAN  Evacuation performed according to plan Occupants met at designated meeting plac plan Designated meeting place(s) located at sabuilding Fire drill/incident response team(s) response team(s) response team(s) carridaties Fire department "mock" notified according	Yes fe dist Yes onded Yes ed out Yes	cording No ances f No accord No assign	from
Security notified	Yes No N/A		EIDE ALADM CVCTEMC	Yes	No	
_	nd windows closed Yes No Fire alarm clearly hear No Fire alarm clearly hear No monitoring company r Peft unlocked Yes No Electro		Fire alarm clearly heard in all areas monitoring company received alarm  Electro-magnetic locks op		d appro	Yes No
Door hold-open devices operated approp	riately Yes No	N/A	Public address system clea		ard in	all areas
EVACUATION  All occupants participated and evacuated Restrooms were checked for occupants	Yes No		Elevators recalled to correct floor			No N/A
Evacuation was orderly Visitors escorted and accounted for Special needs persons accommodated Elevators were used during evacuation Overall response of occupants	Yes No Yes No Yes No Yes No		Any item receiving a "No" or "Unsatisfactor facility should work on to correct.	ry" is a	ın item	that the
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Number of occupants evacuated Visitors: Staff: Tenants:	TOTAL:					

## FIRE AND EMERGENCY EVACUATION DRILL OBJECTIVES

- Evaluate the effectiveness of the occupants abilities to evacuate a building
- Evaluate the effectiveness and adequateness of the fire and life safety evacuation plan
- Evaluate occupants ability to recognize the fire/evacuation alarm
- Determine whether the occupant takes appropriate actions upon hearing/seeing the evacuation/fire alarm
- Determine that the occupant begins the evacuation process in an acceptable manner and/or per plan
- Evaluate the occupants ability to provide assistance to visitors or individuals who are experiencing difficulty
- Evaluate the occupants ability to recognize and take appropriate actions when a means of egress is unsafe
- Ensure occupants report in at designated meeting places

## RECORD KEEPING

At a minimum the following information is required to be collected during fire drills per the International 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**

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