Fire Drill Report

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

Building ________________________________ Floor __________________________

Date ________________________________ Time of drill ________________

Floor evacuated at _______________________________ Elapsed time (minutes) ________

Time drill completed _____________________________

Check Yes or No in the spaces provided for those items that are applicable to your floor or unit.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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Communications

1. Was the fire alarm clearly heard in all areas?
2. Was the public address system clearly heard in all areas?
3. Was the Fire Department notified? Time: ___________.
4. Was Security notified?

Evacuation Team Personnel

5. Did team members report to respective stations?
6. Did team members carry out all assigned duties (floor search, head count)?
7. Were elevators brought to the main floor and held?

Containment of Fire

8. Were all doors closed but not locked?
9. Was a fire extinguisher taken to the location of the fire (if relevant)?

Evacuation

10. Were corridors and exits kept clear?
11. Did the evacuation proceed in a smooth and orderly manner?
12. Did visitors to the building take part in the drill?

Utilities

13. Were electric and gas appliances turned off?
14. Were lights left on?
15. Was the ventilating system shut down?

Records

16. Were important documents and cash secured or prepared for removal?

Signature of Floor Warden or Observer Date