

Fire Evacuation Drill Record Form



Location:		Address:	
Contact:		Phone:	
Date:		# of floors:	

ITEM	Yes	No
Prior to alarm activation:		
Fire dept. notified of drill		
Alarm company notified of drill		
Fire Protection Systems:		
Fire alarm bells operated		
No fire alarm: Everyone notified?		
How?		
Fire doors blocked open		
Alarm reset by fire department and alarm company notified		
Evacuation:		
Copy of fire safety plan required		
Any routes blocked off		
Door monitors used		
Out buildings evacuated		
Outside doors closed after evacuation		
Clearance for fire department access		
Disabled persons: Number:		
Was there a total evacuation?		
Fire safety plan used		
Alternate routes used		
Persons running		
Room doors closed		
Windows closed		
Everyone at meeting place		
Accountability / head count taken Number:		
If not, why?		
Comments / Deficiencies:		
Completed by:		Position / Title: