

FIRE DRILL REPORT

Floor Warden

Building _____

Date _____ Floor _____ Suite _____

Time Drill Started _____ Time Floor Cleared _____

Floor Evacuated To (location) _____ Number of People Evacuated _____

Answer YES or NO to the following questions. Please explain all NO answers.

COMMUNICATIONS

_____ Was the Fire Alarm heard clearly in all areas?

_____ Was the Public Address system heard clearly in all areas?

MONITORS' RESPONSE

_____ Did the Monitors report to designated assignments?

_____ Did the Monitors carry out all assigned duties?

CONTAINMENT OF FIRE

_____ Were all interior office doors closed and marked as checked?

EVACUATION

_____ Were corridors and exits found clear and free from obstructions?

_____ Did the evacuation proceed in a smooth and orderly manner?

_____ Did visitors participate in the drill?

_____ Did evacuees know location of safe refuge area(s)?

_____ Was a status report given after relocation?

COMMENTS: _____

THIS REPORT MUST BE COMPLETED AND IMMEDIATELY FORWARDED TO THE FIRE SAFETY DIRECTOR.

Signature – Floor Warden