2020 Main
Fire Drill Participation Form

Company _____ Suite_____

Fill in the names prior to the drill. Put check marks in the appropriate box in the safe refuge area. **Participation is mandatory.**

Employee Names	Participated in Fire Drill	Absent, Not in Office	Needs Assistance, Waiting in Stairwell	In office & Non-Participant

DID YOU REMEMBER TO:

- ☐ Check doors for heat and smoke before opening
- ☐ Remind coworkers to close all interior office doors to prevent smoke from spreading
- ☐ Check restrooms for occupants
- ☐ Take a headcount at the Safe Refuge Area by putting a ✓ in appropriate column
- ☐ Report location of any occupant who is physically impaired to Building Staff
- ☐ ***Turn in this check list to Building Management Staff in the Safe Refuge Area***