

Fire Drill Checklist

Name of Building: _____

Building Address: _____

Name of Day Camp: _____

Drill Monitor: _____ Title/Position: _____

Fire Drill location: _____ Floor/location to which occupants relocated: _____

Method of activation of fire alarm: _____

Time fire alarm activated: _____ Time all occupants vacated fire drill floor: _____

Floor Response Personnel

	yes	No	Unobserved
1. Evacuation Director present: <input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2. Assistant Evacuation Director(s) present:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Stairwell monitors:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Elevator monitors:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Search monitors:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Assistants to the physically disabled and non-ambulatory:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Interior doors closed but not locked after searched.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Evacuation assistants checked rest rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over all response of floor response team.	Satisfactory		Unsatisfactory

Occupant Response

	yes	No	Unobserved
1. Occupant initial response on sounding of alarm .	Satisfactory		Unsatisfactory
2. Occupant noise level.	Satisfactory		Unsatisfactory
3. Occupants aware of location of stairwell.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Did evacuation proceed in smooth and orderly manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Did visitors to building participate in drill.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Over all response of occupants.	Satisfactory		Unsatisfactory

Drill Monitor Signature _____

Date of fire drill: _____