

FIRE DRILL EVALUATION CHECKLIST

DRILL INFORMATION

Name of Building/Facility _____

Building/Facility Address _____

Location of Drill (Specific floor/wing/etc) _____ Date of Drill ____ / ____ /20__

Time Drill Initiated ____:____ AM/PM Time All Occupants Vacated ____:____ AM/PM Elapsed Time _____ Min.

Drill Monitor Name: _____ Title/Position _____

Weather: TEMP: Cold / Warm / Hot WINDS: Calm / Breezy / Windy PRECIP: Sunny / Cloudy / Rain / Snow / Sleet

PRE DRILL ASSESSMENT

Evacuation routes posted Yes No
Evacuation signs are in good condition Yes No
Exits are clearly marked Yes No
Exit signs are properly illuminated Yes No
Exit doors operating properly Yes No
Egress routes free of obstructions Yes No
Egress routes properly lighted Yes No

COMMUNICATION

Method of Drill Activation:

Alarm Activation PA System
 In-House Word of Mouth Other: _____

Drill preannounced Yes No
Fire department present for drill Yes No
Alarm monitoring company notified Yes No
Security notified Yes No N/A

FIRE CONTAINMENT

Doors and windows closed Yes No
Rooms checked prior to closing doors Yes No
Doors left unlocked Yes No
Fire extinguisher taken to location of fire Yes No
Door hold-open devices operated appropriately
 Yes No N/A

EVACUATION

All occupants participated and evacuated Yes No
Restrooms were checked for occupants Yes No
Evacuation was orderly Yes No
Visitors escorted and accounted for Yes No
Special needs persons accommodated Yes No
Elevators were used during evacuation Yes No
Overall response of occupants
 Satisfactory Unsatisfactory

Noise level of evacuation
 Satisfactory Unsatisfactory

Number of occupants evacuated

Visitors:_____ Staff:_____ Tenants:_____ TOTAL:_____

UTILITIES

Electrical appliances were turned off Yes No N/A
Lights were turned off Yes No N/A
HVAC units were shut down Yes No N/A

PLAN

Evacuation performed according to plan Yes No
Occupants met at designated meeting places according to the
plan Yes No
Designated meeting place(s) located at safe distances from
building Yes No
Fire drill/incident response team(s) responded according to
plan Yes No
Fire drill/incident response team(s) carried out assigned
duties Yes No
Fire department "mock" notified according to plan
 Yes No

FIRE ALARM SYSTEMS

Fire alarm clearly heard in all areas Yes No
Alarm monitoring company received alarm
 Yes No
Electro-magnetic locks operated appropriately
 Yes No N/A
Public address system clearly heard in all areas
 Yes No N/A
Elevators recalled to correct floor Yes No N/A

Any item receiving a "No" or "Unsatisfactory" is an item that the facility should work on to correct.

FIRE AND EMERGENCY EVACUATION DRILL OBJECTIVES

- Evaluate the effectiveness of the occupants abilities to evacuate a building
- Evaluate the effectiveness and adequateness of the fire and life safety evacuation plan
- Evaluate occupants ability to recognize the fire/evacuation alarm
- Determine whether the occupant takes appropriate actions upon hearing/seeing the evacuation/fire alarm
- Determine that the occupant begins the evacuation process in an acceptable manner and/or per plan
- Evaluate the occupants ability to provide assistance to visitors or individuals who are experiencing difficulty
- Evaluate the occupants ability to recognize and take appropriate actions when a means of egress is unsafe
- Ensure occupants report in at designated meeting places

RECORD KEEPING

At a minimum the following information is required to be collected during fire drills per the International Fire Code:

1. Identity of the person conducting the drill
2. Date and time of the drill
3. Notification method used
4. Staff members on duty and participating
5. Number of occupants evacuated
6. Special conditions simulated
7. Problems encountered
8. Weather conditions when occupants evacuated
9. Time required to accomplish complete evacuation

ALARM ACTIVATION

Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.

DRILL TIMES

Drill shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.

TABLE 405.2 – Fire and Evacuation Drill Frequency and Participation

GROUP OR OCCUPANCY	FREQUENCY	PARTICIPATION
Group A	Quarterly	Employees
Group B	Annually	All Occupants
Group E	Monthly ^a	All Occupants
Group F	Semi-annually on each shift	Employees
Group H	Semi-annually on each shift	Employees
Group I	Quarterly on each shift	Employees ^b
Group M	Semi-annually on each shift	Employees
Group R (excluding single family residence)	Quarterly on each shift	Employees ^b
Group S	Semi-annually on each shift	Employee

a. The frequency shall be allowed to be modified in accordance with Section 408.3.2.

b. Fire and evacuation drills in residential care assisted living facilities shall include complete evacuation of the premises in accordance with Section 408.10.5. Where occupants received habilitation of rehabilitation training, fire prevention and fire safety practices shall be included as part of the training program.

SPECIAL NOTES

Group E Occupancies

- The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes
- Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when the school is at assembly, during the recess or gymnastic periods or during other times to avoid distinction between drills and actual fires.

Group I Occupancies

- Emergency evacuation drills shall be conducted at least six times per year, two times per year on each shift. Twelve drills shall be conducted in the first year of operation. Drills are not required to comply with the time requirements of 405.4