

# 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 <sup>a</sup>	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 <sup>b</sup>
Group M	Semi-annually on each shift	Employees
Group R (excluding single family residence)	Quarterly on each shift	Employees <sup>b</sup>
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