



# FIRE DRILL EVALUATION FORM

Date: \_\_\_/\_\_\_/\_\_\_ Shift:  1st  2nd  3rd Time: \_\_\_ : \_\_\_ Method of Alarm \_\_\_\_\_  
 Weather Conditions: \_\_\_\_\_ Total Evacuation Time: \_\_\_ : \_\_\_

Location: \_\_\_\_\_ Floor: \_\_\_\_\_ Pull Station #: \_\_\_\_\_

**Before the Drill: Notify your alarm company and the local fire department that your company/business is going to perform a fire drill. Your company/business should be placed in test mode for the duration of the drill.**

**Section 1 – Immediate Staff Response** **Competently Performed**

R-Rescue Removed persons from immediate danger (handicap, patients, visitors, etc...)	Y N N/A
A-Alarm/Alert/Announce (manual pull station, overhead paging, 911)	Y N N/A
C-Contain Closed doors & windows to limit spread of the fire	Y N N/A
E-Extinguish (use of fire extinguishers or other fire suppression devices)	Y N N/A
Were all doors closed, including patient room doors, to limit spread of the fire?	Y N N/A
Were the fire exit corridors cleared?	Y N N/A

**Section 2 – Staff Knowledge** **Competently Performed**

Did staff follow the Emergency Response Plan?	Y N N/A
Did staff use the closest / most appropriate fire exit?	Y N N/A
Does staff know the location of pull stations and fire extinguishers?	Y N N/A
Staff can demonstrate knowledge of shut-off procedures (elec., gas, hazmat)?	Y N N/A
Does staff demonstrate the proper way to evacuate patients/visitors/children or to protect in place?	Y N N/A

**Section 3 – Fire Alarm Equipment & Emergency Response Performance** **Competently Performed**

Were fire alarm devices functioning properly in drill area? (chimes, strobes etc)	Y N N/A
Did automatic fire doors / smoke doors close and latch?	Y N N/A
Did electromagnetic doors release?	Y N N/A
Did someone notify the fire department? (simulated, responsibility delegated to specific persons)	Y N
Was there 100% accountability of all persons? (Staff, visitors, patients, children)	Y N

**After the Drill: Reset all pull stations and the alarm panel to ensure it is back to normal. Contact your alarm company and fire department informing them of the completion of the drill.**

Comments/Recommendations/ Problems encountered:  
 \_\_\_\_\_  
 \_\_\_\_\_

Department Representative: \_\_\_\_\_ Total Number of People Evacuated: \_\_\_\_\_  
 Official Conducting Drill: \_\_\_\_\_

## Fire Drill Log

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