

Fire Drill Checklist

By John F. Smith

- ☐ Communication
 - ☐ The fire alarm was clearly heard in all areas.
 - ☐ The public address system was clearly heard in all areas.
 - ☐ Fire Department was notified.
 - ☐ Security was notified.
- ☐ Containment of Fire
 - ☐ All doors were closed but not locked.
 - ☐ A fire extinguisher was taken to the location of the fire.
- ☐ Evacuation
 - ☐ Team members reported to respective stations.
 - ☐ Team members carried out all assigned duties.
 - ☐ Elevators were brought to main floor and held.
 - ☐ Corridors and exits were found clear of obstructions.
 - ☐ The evacuation proceeded in a smooth and orderly manner.
 - ☐ Visitors to the building took part in the drill.
 - ☐ A status report was given after relocation.
- ☐ Utilities
 - ☐ Electrical appliance was turned off.
 - ☐ Lights were left on.
 - ☐ Ventilating system was shut down.
- ☐ Records and Valuables
 - ☐ Important documents/cash, etc were secured or prepared for removal.