

# 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.