

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.