

Sample Fire Drill Records

These forms are provided as a guide only. It may be desirable to modify the forms for use within your building, by retaining only those portions of the form that are relevant to your circumstances.

Fire Drill and/or Incident Report

This form is intended to be used and completed by department heads, managers or designates responsible for monitoring supervisory staff and where applicable employee responses and also for assessing the operation of specified building features during comprehensive fire drills and at any time the fire alarm audible signal activates. The form is also suitable for documenting silent drills and table talk drills that are initiated by a department head, manager or designate within a specific area or department. Once completed, the form is forwarded to the person responsible for managing fire safety within the building and for record retention purposes.

Record of Fire Drill Attendance

This form is intended to serve as documentation of persons that participated in fire drills. This form is intended to be printed on the reverse side of the **Fire Drill and/or Incident Report** page to identify those that participated in the corresponding drill. As a minimum, it is essential to document the designated supervisory staff attending each fire drill for the purpose of demonstrating Fire Code compliance.

Fire Drill Checklist and Summary Recommendations

This form is to be completed by the person responsible for coordinating the building fire safety program, which includes conducting and monitoring fire drills and monthly fire alarm system testing. The form serves two purposes. First, it provides a useful checklist of activities that typically must be undertaken every time a comprehensive fire drill or monthly fire alarm system test is conducted. Secondly, the form can be used as a permanent record of monthly fire alarm system tests and unscheduled fire alarm system activations. Where a form of this nature is used to document monthly fire alarm system tests, the document must be retained for a minimum of 2 years.

APPENDIX D 1 - Sample Fire Drill and/or Incident Report

Date:		Time:		Location:		
Comprehensive Drill		Silent Drill		Table Talk	Other	
Instructions						
Each department head, manager or designate is responsible for monitoring employee responses and assessing building features during every fire drill and at any time the fire alarm audible signal activates. Forward this completed form after each drill to (insert name of person and department)						
Section 1		Assessment of persons discovering / responding to fire				
Describe fire drill scenario, fire incident or fire alarm occurrence:						
Simulated or Actual Activities		Yes	No			
Were people in immediate danger evacuated?				Zone of origin evacuated?		
Were doors closed and latched to confine the fire and reduce smoke spread?						
Was the fire alarm manually activated (if the scenario required this action)?						
Was the fire department called or switchboard notified as required by procedures?						
Was an attempt made to extinguish the fire?				Was attempt appropriate?		
Did sufficient staff respond and evacuate endangered occupants in an organized and timely manner?						
Was scene supervision appropriate?				Were instructions clear?		
Horizontal evacuation conducted?				Vertical Evac. Conducted?		
Comments/observations/recommendations on emergency responses:						
Assessment of specialized Supervisory Staff responses				Yes	No	
Was the fire department notified by phone promptly and correctly?						
Were verbal instructions correct and clearly stated over the voice communication system?						
Did designated staff respond correctly to provide fire department assistance and access?						
If "No" was answered for question(s) above, provide comments/observations/recommendations:						
Section 2		Did the following features operate properly in your area?			Yes	No
A) fire alarm pull station (where applicable) and audible fire alarm devices						
B) voice communication system (voice messages were audible)						
C) self-closing doors closed and latched upon fire alarm system activation						
D) electro-magnetic locking devices released locked doors upon fire alarm system signal						
E) fire hose stations, fire extinguishers and/or sprinklers (where applicable)						
Section 3		Did employees respond properly upon hearing the fire alarm signal and voice communication instructions?			Yes	No
A) checked rooms and area for fire and closed doors immediately						
B) designated staff responded to the fire area to assist with evacuation						
C) hazardous equipment safely shut down where appropriate (i.e. oxygen, dryers)						
D) corridors were clear and unobstructed						
If "No" was answered for question(s) above, provide comments/observations/recommendations:						
Print Name:		Signature:		Date:		

