



FIRE DRILL REPORT

Date: _____ **Time:** _____

Report Completed by: _____

Property / Building: _____

Address: _____

Pre-Fire Drill Procedures	Yes	No
Regional Emergency Services (non-emergency line) contacted?	<input type="checkbox"/>	<input type="checkbox"/>
Fire Alarm Monitoring company contacted?	<input type="checkbox"/>	<input type="checkbox"/>

During the Fire Drill	Yes	No
Were individuals closing the doors upon exiting rooms?	<input type="checkbox"/>	<input type="checkbox"/>
Were individuals remaining calm and proceeding towards the nearest exit?	<input type="checkbox"/>	<input type="checkbox"/>
Were individuals assembling at the designated muster point?	<input type="checkbox"/>	<input type="checkbox"/>
Did fire wardens ensure the safe evacuation of all individuals and wear appropriate identification (ex. red hat)?	<input type="checkbox"/>	<input type="checkbox"/>
Were all individuals accounted for?	<input type="checkbox"/>	<input type="checkbox"/>
Were exits guarded to prevent re-entry into the building?	<input type="checkbox"/>	<input type="checkbox"/>
Were individuals given the clear notification to re-enter the building?	<input type="checkbox"/>	<input type="checkbox"/>

Post-Fire Drill Procedures	Yes	No
Regional Emergency Services (non-emergency line) contacted after fire drill?	<input type="checkbox"/>	<input type="checkbox"/>
Fire Alarm Monitoring company contacted after fire drill?	<input type="checkbox"/>	<input type="checkbox"/>
Is the fire alarm system back to normal operating condition?	<input type="checkbox"/>	<input type="checkbox"/>
Total evacuation time: _____ (min/sec)		

Comments / Recommendations: _____

Please contact the Fire Prevention Branch at 780.792.5519 for any questions regarding fire drills.