DRILL INFORMATION					
Name of Building/Facility:					
Building/Facility Address:					
Location of Drill (specific floor/wing/etc.):				Date of Drill:	
Time Drill Initiated:	Time All Occupants Vacated:			Elapsed Time	e: Min.
Drill Monitor Name:	Title/Position:				
Weather: TEMP: \square Cold \square Warm \square Hot	Wind: □ Calm □ Breezy □ \	Nindy	Precipitation: ☐ Sunny	□ Cloudy □ F	Rain □ Snow □ Sleet
PRE DRILL ASSESSMENT		PLAN			
Evacuation routes posted	☐ Yes ☐ No ☐ N/A	Evacuation performed according to plan			\square Yes \square No \square N/A
Evacuation signs are in good condition	☐ Yes ☐ No ☐ N/A	Occupants met at designated meeting places			\square Yes \square No \square N/A
Exits are clearly marked	☐ Yes ☐ No ☐ N/A	Designated meeting place(s) at safe distances			\square Yes \square No \square N/A
Exit signs are properly illuminated	\square Yes \square No \square N/A	Fire drill/response team(s) responded per plan			\square Yes \square No \square N/A
Exit doors operating properly	\square Yes \square No \square N/A	Fire drill/resp	onse team(s) performe	d per plan	\square Yes \square No \square N/A
Egress routes free of obstructions	□ Yes □ No □ N/A	Fire departme	ent "mock" notified per p	plan	\square Yes \square No \square N/A
Egress routes properly lighted	\square Yes \square No \square N/A				\square Yes \square No \square N/A
COMMUNICATION		FIRE ALARM	I SYSTEM		
Method of Drill Activation: ☐ Alarm Activation ☐ PA System ☐ Word of Mouth ☐ Other:		Fire alarm clearly heard in all areas			□ Yes □ No □ N/A
Drill pre-announced	\square Yes \square No \square N/A	Public annou	ncements clearly heard	in all areas	□ Yes □ No □ N/A
Fire department present for drill	\square Yes \square No \square N/A	Door hold-open devices released properly		operly	□ Yes □ No □ N/A
Alarm monitoring company notified	☐ Yes ☐ No ☐ N/A	Elevators recalled to correct floors		□ Yes □ No □ N/A	
Security notified	\square Yes \square No \square N/A	Alarm monitoring company received alarm		alarm	□ Yes □ No □ N/A
EVACUATION		NOTES			
All required participants took part	☐ Yes ☐ No ☐ N/A				
Restrooms were checked for occupants	\square Yes \square No \square N/A				
Evacuation was orderly	☐ Yes ☐ No ☐ N/A				
Visitors escorted and accounted for	☐ Yes ☐ No ☐ N/A				
Special needs persons accommodated	☐ Yes ☐ No ☐ N/A				
Elevators were used during evacuation	☐ Yes ☐ No ☐ N/A				
Overall response of occupants	Satisfactory Unsatisfactory				
Noise level of evacuation	Satisfactory Unsatisfactory				
I MHMADE AT LICCHNANIS EVACHATAD	itors: Staff: nants: TOTAL:				
FIRE CONTAINMENT					
Doors and windows closed	\square Yes \square No \square N/A				
Rooms checked prior to closing doors	☐ Yes ☐ No ☐ N/A				
Doors left unlocked ☐ Yes ☐ No ☐ N/A					
Fire extinguisher taken to location of fire					
Door hold-open devices operated properly ☐ Yes ☐ No ☐ N/A					
UTILITIES					
Electrical appliances turned off	□ Yes □ No □ N/A				
Lights turned off	□ Yes □ No □ N/A				
Smoke control/dampers operated	□ Yes □ No □ N/A				

*Any item receiving a "No" or "Unsatisfactory" is an item that the facility should work on to correct.

FIRE AND EMERGENCY EVACUATION DRILL OBJECTIVES

- Comply with requirements in CFC CHAPTER 4: Emergency Planning & Preparedness
- · Evaluate the effectiveness of the occupants abilities to evacuate a building
- Evaluate the effectiveness and adequateness of the fire and life safety evacuation plan
- Evaluate occupants ability to recognize the fire/evacuation alarm
- Determine whether the occupant take appropriate actions upon hearing/seeing the evacuation/fire alarm
- Determine that the occupant begins the evacuation process in an acceptable manner and/or per plan
- Evaluate the occupants ability to provide assistance to visitors or individuals who are experiencing difficulty
- Evaluate the occupants ability to recognize and take appropriate actions when a means of egress is unsafe
- Ensure occupants report in a designated meeting places

RECORD KEEPING

At a minimum the following information is required to be collected during fire drills:

- 1. Identity of the person conducting the drill
- 2. Date and time of the drill
- 3. Notification method used
- 4. Staff members on duty and participating
- 5. Number of occupants evacuated
- 6. Special conditions simulated
- 7. Problems encountered
- 8. Weather conditions when occupants evacuated
- 9. Time required to accomplish complete evacuation

ALARM ACTIVATION

Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.

DRILL TIMES

Drill shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.

CFC TABLE 405.2 – FIRE AND EVACUATION DRILL FREQUENCY AND PARTICIPATION					
OCCUPANCY GROUP	FREQUENCY	PARTICIPATION			
A – places of assembly for 50+ (casino floor, bingo, poker room, ballroom, meeting rooms)	Quarterly	Employees			
B – business (all offices)	Annually ²	All occupants			
E – educational (schools for age 2 up to 12th grade)	Monthly ³	All occupants			
F – factory (upholstery, cabinet shop)	Semi-annually on each shift	Employees			
H – hazmat (any areas for storage, handling, use over Maximum Allowable Quantities)	Semi-annually on each shift	Employees4			
I – institutional (detention rooms)	Quarterly on each shift	Employees			
M – mercantile (retail stores)	Semi-annually on each shift	Employees			
R1 – residential (hotel)	Quarterly on each shift	Employees			
High-rise buildings (generally buildings 75 feet or taller)	Annually	Employees			

- 1. When more than one occupancy classification applies the more stringent frequency prevails.
- 2. Applies only to buildings with occupant load over 500 or 100+ above or below the level of discharge.
- 3. Monthly for elementary & intermediate levels: not less than twice a school year for secondary level (CFC 408.3).

4. Participation by on-site emergency response team only.					
DTES:					