

- 4.2.** The emergency evacuation drill observer checklist in its minimum format and content shall comply with **Table 19.3.**

Table 19.3.: Checklist for Emergency Evacuation Drill Observer

ITEMS	CHECKLIST
1. FACILITY INFORMATION	i. Name and details of the facility/ Building _____ ii. Type of Occupancy _____ iii. Number of People in the building _____ iv. Address _____ v. Contact Person/Incident Fire Commander _____ vi. Phone Number _____ vii. Date of the Drill _____ viii. Name and Signature of the drill observer _____
2. BEFORE DRILL	i. Civil Defence has been informed 48 hours before and an hour before? Yes/ No ii. The occupants are familiar with building emergency action plan? Yes / No iii. The emergency response team is designated and trained? Yes / No iv. The emergency response team has drill vests for identification? Yes / No v. The drill observer has checklist? Yes / No vi. Fire wardens have required flash lights? Yes / No vii. First aiders have required first aid kit? Yes / No viii. Disabled people have been identified and assistance is arranged? Yes / No ix. Assembly points are identified and available? Yes / No
3. DURING THE DRILL	i. Fire was recognized and Manual call points was activated? Yes / No ii. Alarm sound was heard in all areas of the building? Yes / No iii. Occupants evacuated in accordance with emergency action plan? Yes / No iv. Occupant followed "Partial", "full" or "remained at place" as per plan? Yes/ No v. Was evacuation smooth, quick and orderly? Yes / No vi. Incident Fire Commander performed his duties as per plan? Yes / No vii. Fire Warden performed his duties as per plan? Yes / No viii. Fire Responder performed his duties as per plan? Yes / No ix. First aider performed his duties as per plan? Yes / No x. Emergency Response Team performed their duties as per plan? Yes / No xi. Assembly Point Coordinator performed his duties as per plan? Yes / No xii. Anyone did not participate in the drill? Yes / No xiii. Anyone re-entered building without "all clear" instruction? Yes / No xiv. Occupants gathered at Assembly Points in line? Yes / No xv. Assembly point coordinators had list of occupant names? Yes / No xvi. Rest rooms, prayer rooms, store rooms, plant rooms were searched? Yes / No xvii. Self Closing fire doors operated? Yes / No xviii. Communication between incident commander and fire warden was as per Emergency action plan? Yes / No xix. Communication between incident commander and occupants was as per Emergency action plan? Yes / No xx. Time taken by occupants to fully evacuate the building _____
4. AFTER THE DRILL	i. Were all occupants (Participants) accounted for? Yes / No ii. Was Civil Defence involved in the drill? Yes / No iii. Building fire alarm system, sounders, voice evacuation, emergency lighting, extinguishers, hose reels, etc., functioned as intended? Yes / No iv. Was there discomfort for occupants in evacuating building? Yes / No v. Was emergency action plan complete in its details and procedures? Yes / No vi. Update required for Emergency action plans? Yes / No vii. Update required for building fire and life safety systems? Yes / No viii. Training required for emergency response team? Yes / No ix. Training required for occupants? Yes / No x. Other recommendations _____