**Fire Drill Evaluation Form**

Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AM / PM Position/Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be filled out by all employees**

|  |  |  |
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| **Part 1 – Pre-Drill Assessment** | **Yes** | **No** |
| Are all emergency exit signs clearly marked? |  |  |
| Are the evacuation routes posted and easy to see/read? |  |  |
| Emergency routes clearly lit? |  |  |
| **Part 2 – Immediate Response** | **Yes** | **No** |
| Did everyone immediately begin to evacuate upon hearing the alarm? |  |  |
| Were exit doors and stairwells clear of obstruction? |  |  |
| Are you aware of the location of fire emergency equipment? |  |  |
| Are the fire doors closed to limit the spread of fire? |  |  |
| **Part 3 – Building Knowledge** | **Yes** | **No** |
| Are you aware of the location of the nearest emergency exit? |  |  |
| Are you aware of the location of the nearest muster point? |  |  |
| Did everyone display the proper/safe way to evacuate? |  |  |
| **If applicable: persons with disabilities**  Are you aware of the nearest “shelter in place” location? |  |  |
| **Part 4– Overall Performance** | **Yes** | **No** |
| From observation, were all fire alarm devices functioning properly? |  |  |
| Was there effective communication throughout the drill? |  |  |
| Did management do everything they were supposed to?  **If No, put details below** |  |  |
| Did any personnel refuse to participate?  **If Yes, put details below** |  |  |
| What could be done better? **Answer below** |  |  |

**Other comments / concerns:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To be filled out by supervisors / managers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Fire Drill Checklist** | **Yes** | **No** | **N/A** |
| Was the fire department notified before the fire alarm or fire drill?  Fire department phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of person contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Fire department notified after drill is finished |  |  |  |
| Security notified and instructed before fire alarm or fire drill |  |  |  |
| Alarm company notified before the fire alarm or fire drill?  Alarm company phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of person contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Confirm alarm company received fire alarm signal |  |  |  |
| Notify alarm company after drill is finished |  |  |  |
| Fire alarm activated correctly |  |  |  |
| Timed evacuation  **If yes, write time here:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |
| Attendance taken at muster points |  |  |  |
| “All clear” announced after attendance taken |  |  |  |
| Fire alarm system checked and reset |  |  |  |
| Did all employees exit in a timely manner? |  |  |  |
| Was there effective communication during drill? |  |  |  |
| Did any employee or work group refuse to evacuate during drill?  **If yes, put details below** |  |  |  |
| Did all personnel behave in an appropriate manner? |  |  |  |
| Any comments or concerns followed up and investigated |  |  |  |
| Anyone not present during drill?  **If yes, put details below** |  |  |  |
| All documentation of drill is properly recorded. |  |  |  |
| What could be done better? **Answer below** |  |  |  |

**Other comments / concerns:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Recommended Corrective Actions:**

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**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For supervisors / management**

Upon completion of evaluation forms, supervisors and management will review evaluations completed by all involved with the drill. Management shall strive to improve drill performance.

* Any person(s) that refuse to participate in drills shall result in verbal warnings, written warnings followed by termination.
* Anyone not present during drill shall be noted and ensured to participate in next drill.
* Should drill performance not improve, further training is recommended for lacking areas.
* All drills must be documented.
* The documentation should identify the date of the drill, persons who are participating, the type of drill, drill scenario, and the summary analysis and outcomes of the drill.