

FIRE EMERGENCY DRILL LOG WORKSHEET

This form is to be completed, scanned and filed in the electronic system.

Location:		Contract Agency:		Manager:	
Date:		Time:		Weather:	
Type of Drill: ☐ Staff surprised ☐ Staff knew in advance ☐ Actual Emergency ☐ Other: _____					
Location of Fire:					
Type of Alarm: ☐ Smoke detector ☐ Pull station ☐ Control panel ☐ Actual emergency ☐ Other: _____					
PEOPLE WHO LIVE IN THE HOME					
Name		Starting Place		Exit Used	
WHAT EACH PERSON/STAFF DID					
Name		Action Taken			
Length of time to last person out the door:			Name of destination:		
EVALUATION					
Alarm worked properly		☐ YES ☐ NO		Comments and/or corrective actions:	
Staff began evacuation promptly		☐ YES ☐ NO			
Closing of windows and doors (bedroom, bathroom corridor access) on exiting.		☐ YES ☐ NO			
Evacuation procedure followed		☐ YES ☐ NO			
Everyone was evacuated A no should be marked if anyone refused or has a fire drill waiver.		☐ YES ☐ NO			
Proper exits were used		☐ YES ☐ NO			
Exit door(s) opened easily		☐ YES ☐ NO			
Evacuation route(s) were clear		☐ YES ☐ NO			
Outside lighting adequate		☐ YES ☐ NO			
Staff had keys in possession		☐ YES ☐ NO			
Staff or person took emergency bag (and phone)		☐ YES ☐ NO			
Alarm was reset		☐ YES ☐ NO			
“All Clear” was given		☐ YES ☐ NO			
Person Leading Drill (Print):			Person Leading Drill (Signature):		
OVERALL EVALUATION: ☐ Excellent ☐ Good ☐ Fair ☐ Poor					
EVALUATED AND APPROVED BY MANAGEMENT:					
Signature:			Date:		