

Fire and Evacuation Drills

Business name: _____

Business Address: _____

Business Phone #: _____

1) Name and title of person conducting the drill?

Example: John Doe, Owner

2) Date and time the drill conducted?

Example: December 5, 2011, 8:00AM

3) How participants were notified that a drill was being conducted?

Example: Activation of alarm system or verbal announcement.

4) Names of staff participating?

5) How many people were evacuated during the drill?

Example: 1,2,3,4 ect....

6) What emergency is simulated causing the need to evacuate?

Example: grease fire in kitchen, power outage, ect....

7) Were there any problems encountered during the evacuation drill?

Example: None or exit way blocked due to fire, ect...

8) What were the weather conditions?

Example: snowing, raining, thunderstorms ect...

9) How much time did it take to completely evacuate all occupants?

Example: 1 minute, 2 minutes ect....
