

TG-04-2016

FIRE DRILLS

Office of the Fire Marshal and
Emergency Management



Preface

This guideline updates TG-01-2004 published in October 2004. Portions of the guideline have been changed to reflect the current requirements in the Fire Code, O. Reg. 213/07, as amended.

October 2016

The reproduction of this guideline for non-commercial purposes is permitted and encouraged. Permission to reproduce the guideline for commercial purposes must be obtained from the Office of the Fire Marshal and Emergency Management, Ontario.

TABLE OF CONTENTS

Preface	2
Abstract	2
1.0 INTRODUCTION	3
2.0 DEFINITIONS	3
3.0 LEGAL OBLIGATIONS	4
4.0 FIRE DRILL OBJECTIVES	4
5.0 FIRE DRILL FREQUENCIES	5
5.1 Minimum Frequencies	5
5.2 Fire Incidents and Accidental Alarms	6
6.0 FIRE DRILL PLANNING	6
6.1 Nominal Planning Considerations	6
6.2 Participation by Occupants	7
6.3 Drill Announced vs. Unannounced	8
6.4 Drill Involves Unobstructed Vs. Obstructed Means of Egress	8
6.5 Drill Utilizes Simulation Aids and Props	8
6.6 Times and Location	9
6.7 Pre-Drill and Post-Drill Notifications	9
6.8 Fire Drills in Buildings Not Equipped with a Fire Alarm System	9
7.0 TYPES OF FIRE DRILLS	9
7.1 Types	9
7.2 Comprehensive Drills	10
7.3 Silent Drills	10
7.4 Table Talk Drills	11
8.0 SUPERVISORY STAFF TRAINING	12
9.0 OCCUPANT TRAINING	13
10.0 FIRE DRILL ANALYSIS	13
11.0 DOCUMENTATION	14
12.0 OTHER RESOURCES	14
Appendix A – Sample Fire Drill Records	A1
Form A.1 - Sample Fire Drill and/or Incident Report	A2
Form A.2 - Sample Record of Fire Drill Attendance	A3
Form A.3 - Sample	A4

Abstract

This guideline was developed to assist persons to plan, document, coordinate, conduct, monitor and evaluate fire drills in buildings and occupancies regulated by the emergency planning provisions in Section 2.8 of Division B of the Fire Code.

1.0 INTRODUCTION

The Ontario Fire Code requires fire safety plans to be established and approved in many buildings throughout Ontario. A component of these fire safety plans is the holding of fire drills, which includes participation by building supervisory staff. As such, supervisory staff that are responsible for conducting, coordinating, monitoring or participating in fire drills, may have a number of questions, such as:

- What are the objectives for conducting fire drills? What does a fire drill involve?
- Who has to participate in fire drills?
- What training is necessary before people participate in fire drills?
- How often do fire drills have to be conducted?
- Are there minimum staffing levels required during a fire drill?
- How should fire drills be documented?
- Can a fire incident or accidental alarm be considered a fire drill?
- Does the fire department need to be notified of or participate in a fire drill?

This guideline offers answers to these questions and provides useful tips to enhance the effectiveness of fire drills.

2.0 DEFINITIONS

Note: A reference in this document to the Fire Code is a reference to Ontario Regulation 213/07, as amended.

The following words and phrases used in this guideline and in the Fire Code have the corresponding meanings:

- **Approved** means approved by the **Chief Fire Official**.
- **Chief Fire Official** means the assistant to the Fire Marshal who is the Municipal Fire Chief or a member or members of the fire department appointed by the Municipal Fire Chief under Article 1.1.1.2. of Division C of the Fire Code or a person appointed by the Fire Marshal under Article 1.1.1.1. of Division C of the Fire Code.
- **Occupancy** means the use or intended use of a building or part thereof for the shelter or support of persons, animals or property.
- **Owner** means any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.

- **Supervisory staff** means those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan and may include the fire department where the fire department agrees to accept these responsibilities.

3.0 LEGAL OBLIGATIONS

Many buildings and occupancies are required by Section 2.8 of Division B of the Fire Code to have a fire safety plan. The plan must be developed by the **owner, approved** by the **Chief Fire Official**, and be implemented by the **owner**. Amongst the things required for emergency planning, **supervisory staff** must be appointed and be trained to carry out their duties outlined in the fire safety plan, and fire drill procedures must be developed and carried out in consultation with the **Chief Fire Official**. Fire drills play a significant role in the fire safety planning process.

The **owner**, operator or manager as the case may be, must ensure that fire drills are effectively planned, conducted, appropriately monitored and documented, and evaluated to achieve compliance with the Fire Code.

4.0 FIRE DRILL OBJECTIVES

Preparation is the key to any effective emergency response. Conducting effective fire drills helps building **owners**, property management and others responsible for fire safety within a building to:

- provide scheduled opportunities for comprehensive fire emergency response training for **supervisory staff** and others;
- determine whether **supervisory staff** competently respond in a timely manner to carry out their duties in accordance with the emergency fire and evacuation procedures;
- determine whether sufficient **supervisory staff** are provided to carry out their duties,
- assess the ongoing effectiveness of the emergency procedures under different fire scenario conditions, and
- comply with the Fire Code's mandatory requirement for conducting fire drills.

5.0 FIRE DRILL FREQUENCIES

5.1 Minimum Frequencies

The objectives described in Section 4.0 above can be achieved by holding regularly scheduled fire drills. Minimum frequencies for conducting fire drills regulated by Article 2.8.3.2. of Division B of the Fire Code are as follows:

Monthly –

- supported group living residences and intensive support residences regulated under the *Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008*
- day care centres (except in schools attended by children – see below)
- care occupancies
- care and treatment occupancies
- detention occupancies

Three times (total evacuation) in each school term, or at least once a month during the summer term

- schools attended by children
- day care centres in schools attended by children

Every 3 months –

- buildings defined within the scope of Subsection 3.2.6. of Division B of the Building Code

Every 12 months –

- all other buildings

Laboratories, where flammable and combustible liquids are used or handled, also require fire drills to be held at intervals not exceeding 6 months in accordance with Article 4.12.4.1. of Division B of the Fire Code.

It should also be noted that Sentence 2.8.3.2.(6) of Division B of the Fire Code requires that an annual fire drill of a scenario **approved** by the **Chief Fire Official**, representing the lowest staffing level complement of the facility, be carried out in care occupancies, care and treatment occupancies and retirement homes (see details in Annex A of Fire Marshal's Directive 2014-002 - Fire Drill Scenario). These annual drills are in addition to the regular fire drills required for these occupancies.

To maximize the benefits of fire drills, it is important that fire drills be scheduled and rotated throughout the year in such a way that personnel on all shifts are able to participate. For **supervisory staff** training purposes it may sometimes be necessary to also conduct fire drills on a more frequent basis than stated above. For example, within a hospital, it may be impractical to expect that all employees will be available to participate in a single fire drill each month due to the different shifts staff work. To ensure that all staff participate in fire drills within a reasonable period of time, the fire drill procedure may include a minimum frequency for individual staff participation. As an example, each employee should participate in a fire drill at least once every three months. To meet this desired frequency, the type of fire drills staff participate in could vary (See Section 7.0).

5.2 Fire Incidents and Accidental Alarms

Fire officials generally permit an actual fire incident or accidental activation of the fire alarm system to be considered a required fire drill, provided a thorough analysis of the incident occurs and the necessary emergency responses by **supervisory staff** are assessed, outcomes documented and corrective measures implemented where applicable. These incidents can be even more enlightening than a scheduled fire drill because it provides an excellent opportunity to assess the emergency procedures and preparedness of staff and occupants during a high stress situation.

6.0 FIRE DRILL PLANNING

6.1 Nominal Planning Considerations

As noted in Section 2.8 of Division B of the Fire Code, the **Chief Fire Official** must be consulted on the development of fire drill procedures, as these procedures need to be included in the fire safety plan. When developing the fire drill procedures, consider the following factors to ensure the drills are relevant:

- building use and associated fire hazards;
- safety features provided in the building;
- the desirable degree of participation of occupants other than **supervisory staff**;
- capabilities of the building occupants (i.e. ambulatory or not);
- the number, capability and degree of experience of participating **supervisory staff**; and
- the testing and operation of the emergency systems installed in buildings within the scope of Subsection 3.2.6. of Division B of the Building Code.

Fire drill planning for some occupancies, especially as it relates to demonstration of evacuation procedures, needs to take into consideration the number and capabilities of participating **supervisory staff**. As such, discussions between the **Chief Fire Official** and the **owner/operator** should be held to determine what level of evacuation drill is needed to demonstrate adequate training for this purpose. Sentence 2.8.3.2.(6) of the Fire Code stipulates a required annual fire drill for an **approved** scenario representing the lowest staffing level complement in care occupancies, care and treatment occupancies, and retirement homes. Details of this evacuation demonstration can be found in Annex A of Fire Marshal's Directive 2014-002 - Fire Drill Scenario. However other drills should also be considered for other likely scenarios. For these, consideration will be needed regarding whether an evacuation drill demonstration is needed and to what extent.

6.2 Participation by Occupants

In schools attended by children, the Fire Code requires total evacuation drills to ensure the prompt safe co-ordinated evacuation of everyone during a real emergency. Total evacuation drills afford the greatest opportunity to assess the emergency response training of **supervisory staff** and occupants.

The Fire Code recognizes that total evacuation drills are not practical for all occupancies. When developing fire drill procedures, one must consider the desirable degree of occupant participation. In buildings where occupants reside or work regularly it is desirable to encourage participation in fire drills on a periodic basis. Occupant involvement provides opportunities to assess their preparedness and response. Occupant participation also provides opportunities to use and become familiar with the primary and alternate evacuation routes, identify areas of refuge (where applicable), and become more aware of the building emergency procedures that apply to them.

When planning evacuation drills that include building occupants, the capability of the occupants to evacuate is an important consideration since many buildings are provided with barrier-free access but do not have barrier-free means of egress because elevators are often not available. As such, evacuation drill procedures need to consider how to deal with those persons that are mobility limited, especially if located on floors other than the first floor. The pros and cons of including mobility limited persons in the evacuation drills, the extent of their participation, and the possible use of surrogates needs to be discussed. Also, because carrying mobility limited persons up or down flights of stairs is physically very challenging, specialized vertical movement assistive tools or devices also needs to be considered.

In care occupancies and in care and treatment occupancies (hospitals and long term care facilities), **supervisory staff** training in evacuation procedures is critical as the residents and patients generally rely on them for their evacuation. However, in some retirement homes, physically capable residents benefit greatly from participating in annual fire drills.

In care occupancies and care and treatment occupancies, emergency evacuation techniques used on frail residents or patients during a real emergency may be necessary. However, practicing them on these residents and patients during fire drills should be reconsidered if they might result in accidental injury. If these residents or patients are not actually evacuated during drills, it is still important to assess how the evacuation of these persons is simulated, and how evacuation technique training is otherwise provided or obtained.

6.3 Drill Announced vs. Unannounced

Fire drills may be pre-announced to building staff or occupants or they may be unannounced. Bearing in mind that fire drills are primarily conducted for **supervisory staff**, consideration of the building occupants and the use of the building may determine which method is most appropriate. For example, in a residential building or a building of mixed-use where multiple types of businesses are located, it is probably appropriate to notify the building occupants in advance of the date and time of the drill. In other buildings, such as a care occupancy or a care and treatment occupancy, it may be occasionally more appropriate to conduct unannounced drills. In these environments most employees are considered **supervisory staff**, and as such are delegated with fire emergency responsibilities requiring assessment.

6.4 Drill Involves Unobstructed Vs. Obstructed Means of Egress

An unobstructed fire drill assumes that all exits and evacuation routes from the building are open and available for use. Occupants and **supervisory staff** participating in unobstructed drills use the primary evacuation route from the room or area occupied at the time of the drill.

Obstructed drills involve blocking one or more exits or evacuation routes to simulate that fire conditions have obstructed their use. In a drill where a primary evacuation route is obstructed, **supervisory staff** and occupants need to quickly make the choice to use alternate evacuation route(s).

6.5 Drill Utilizes Simulation Aids and Props

Props and other aids may be used to simulate fire, smoke, endangered persons, or other desired circumstances. In advance of the fire drill, participants must be aware of the prop's purpose and potential presence, particularly when the purpose of the prop is not visually obvious. For example, the use of a certain type of light, traffic cone, or other prop to simulate a fire may not mean anything if people have not been instructed in advance of the prop's purpose during the drill.

Caution needs to be exercised when planning to use a smoke generator during a drill. The presence of the simulated smoke may cause unforeseen problems. Provisions must be pre-planned to remove the smoke after the drill. In addition, it may be difficult to confine the smoke or predict its movement during the exercise.

6.6 Times and Location

There is always the concern that fire drills are conducted primarily during weekday daytime shifts, and that supervisory staff participating in these are the only ones fluent with their responsibilities and emergency responses. To ensure uniform training and responses of all supervisory staff, fire drills need to be scheduled at various times to assess responses on other shifts and after regular hours.

Evacuation drills in care occupancies, care and treatment occupancies and retirement homes are best carried out during daytime periods so as to limit the disturbance to the residents or patients.

Selecting a simulated fire location for the fire drill is also very important. Consider that risks, hazards and responses will vary in different locations in the building. When planning, ask “is the simulated fire scenario and emergency response expectation relevant to the location and circumstances?”

6.7 Pre-Drill and Post-Drill Notifications

Develop appropriate pre-drill and post-drill notification procedures with the fire department and fire alarm system monitoring service provider. The fire department and building management may want to test the monitoring service provider’s response to a fire alarm signal. To do this, the monitoring service provider will not be notified in advance of the drill.

6.8 Fire Drills in Buildings Not Equipped with a Fire Alarm System

The Fire Code may require fire drills for occupancies located in buildings that are not equipped with fire alarm systems. In such cases, **supervisory staff** must be trained to verbally or otherwise instruct and direct the occupants to leave the building using the nearest or alternate exit.

7.0 TYPES OF FIRE DRILLS

7.1 Types

For the purpose of this guideline there are three types of fire drills:

- Comprehensive
- Silent
- Table Talk

7.2 Comprehensive Drills

Comprehensive fire drills are conducted at the frequencies specified by the Fire Code and involve all of the following activities and considerations:

- As part of the comprehensive drill the fire alarm system is activated to assess the response of **supervisory staff** (and building occupants where applicable) to the alarm condition. This can be activated an individual responding to the discovery of a fire in a given fire scenario situation.
- **Supervisory staff** operates emergency systems and equipment as they would in the event of an actual fire, (i.e., the voice communication or paging system, elevator protocol, smoke control equipment protocol if applicable).
- All **supervisory staff** that have specific duties identified in the fire safety plan participate (i.e., notification of the fire department, provisions for access for firefighting, evacuating endangered occupants, closing doors, notification of **supervisory staff** who may be off site and an assessment of their timely response, etc.).
- The fire drill runs long enough to adequately assess the expected responses of **supervisory staff** and the emergency procedures relative to the scenario expectations (i.e., if the drill is too short it may not be possible to adequately assess whether sufficient staff have or will respond, etc.).
- For care occupancies, care and treatment occupancies and retirement homes, the required annual fire drill confirms that a prescribed evacuation of residents or patients can be done within safe available times.
- The fire drill outcomes are documented and where concerns are identified, corrective measures are implemented.
- The desirable degree of occupant participation is taken into account. For example, in schools attended by children fire drills involve total evacuation.

7.3 Silent Drills

Silent fire drills are conducted in addition to comprehensive drills, and are more commonly conducted in buildings where there are multiple shifts, special risks or hazards, and in situations where staff turnover is frequent. These drills are local exercises conducted in designated departments or specified areas of the building for the purpose of ensuring that all **supervisory staff** participate in fire drills at a desired frequency. Features of silent fire drills include the following:

- These drills do not involve the actual activation of the fire alarm system. Fire alarm system activation is only simulated.

- Tenant managers, department heads, supervisors or other designated persons monitor the emergency response of individuals in a specific area to a simulated or described fire scenario.
- Participants involved in the area respond to the simulation in accordance with their emergency procedures.
- These drills provide opportunities for assessing the adequacy of the emergency preparedness of persons on all shifts, or in individual tenancies or departments, as well as area-specific responses.
- To avoid accidental activation of the fire alarm system during these exercises, the individual initiating and monitoring these drills takes appropriate steps to ensure that the drill remains silent, by notifying personnel in the area in advance of the exercise.
- The fire drill outcomes are documented and where concerns are identified, corrective measures are implemented. In some instances the exercise can be repeated immediately to reinforce appropriate responses by staff and occupants.

7.4 Table Talk Drills

Table talk drills are also conducted in addition to comprehensive fire drills. Similar to silent fire drills, table talk exercises are conducted in designated departments or specified areas of a building. The major difference between a silent drill and table talk drill is that table talk exercises do not involve physical demonstration/simulation of the emergency response activities. When planning table talk drills, consider the following:

- Table talk drills involve facilitated discussion surrounding example fire scenarios.
- Tenant managers, department heads, supervisors or other designated persons facilitate discussion and monitor the recommended emergency responses of individuals to a described fire scenario(s).
- Participants involved in the table talk drills must describe their proposed response to the given scenario. The facilitator assesses the adequacy of the suggested response behaviour and where necessary, uses the opportunity to reinforce correct responses expected of **supervisory staff**.

Table talk drills provide opportunities to assess adequacy of the emergency preparedness of persons on all shifts and in individual tenancies, as well as departments or area-specific responses. They may help identify local risks or hazards and the need to update procedures and practices. The fire drill outcomes are documented and where concerns are identified, corrective measures are implemented. In some instances after the table talk discussion a silent drill or comprehensive drill could be initiated to reinforce appropriate responses by staff and occupants.

8.0 SUPERVISORY STAFF TRAINING

Supervisory staff must be instructed in the fire emergency procedures described in the fire safety plan before they are given any responsibility for fire safety. A copy of the fire emergency procedures and other duties for **supervisory staff** as laid down in the fire safety plan must also be given to **supervisory staff**.

In buildings that fall within the scope of Subsection 3.2.6. of Division B of the Building Code, **supervisory staff** training shall also include:

- instruction on the use of the voice communication system;
- procedures for use of elevators and for evacuation of persons in need of assistance;
- action to be taken in initiating any smoke control or other fire emergency systems installed in a building in the event of fire until the fire department arrives;
- procedures established to facilitate fire department access to the building and fire location within the building; and
- the instructions for the **supervisory staff** and fire department for the operation of the fire emergency systems.

Fire drills can be used to provide additional training for **supervisory staff**, to allow them to become more familiar with the use of the building's fire safety systems. Staff should practice using the voice communication system and any other equipment (such as resetting the fire alarm system) so that they can carry out their responsibilities during or after a real emergency with experience and confidence.

All personnel with specific responsibilities should attend a debriefing meeting after every comprehensive fire drill and silent drill. The reason for the meeting is to review the procedures and reactions of all participants. During the debriefing, challenging areas can be identified and solutions can be implemented. Another area of discussion, especially after a fire drill that resulted from a false fire alarm, is the interaction between the responding fire department and the **supervisory staff** conducting evacuations.

9.0 OCCUPANT TRAINING

Even though the Fire Code states fire drills are to be held for **supervisory staff**, it is important to periodically assess the emergency preparedness of building occupants other than **supervisory staff**, to ensure they understand the emergency procedures to follow upon discovery of fire or hearing the fire alarm signal(s). Building occupants should be surveyed periodically on their knowledge of fire safety matters within their building. They should also be encouraged to participate in fire drills to enhance their fire safety knowledge and familiarize themselves with critical building features. The exception to this is children's schools (and day cares in these schools), which are required to conduct full evacuation of all occupants multiple times during the school year.

In some assembly occupancy settings where occupants are unfamiliar with the building, it may be a good practice to provide an audible announcement, or project an image prior to the start of each program (such as in movie theatres), briefly describing the emergency procedures and the location of exits to be used in an emergency.

10.0 FIRE DRILL ANALYSIS

Due to the size of some buildings and the number of **supervisory staff** participating in the fire drill, it will often be desirable and necessary to have more than one person involved with the fire drill assessment. The person(s) participating in the analysis of the responses and outcomes must be fluent with the emergency procedures expected of personnel being assessed during the exercise. For example, at least one or more persons must be present to monitor the fire drill in the vicinity of the simulated fire origin, while other persons, such as designated managers or supervisors, observe responses and activities in other areas.

As part of every fire drill, the following **supervisory staff** responses and outcomes require analysis:

- discovering of the fire;
- sounding the fire alarm (responses could include coded voice messages, second stage alarm activation, etc.);
- notifying the fire department;
- establishing provisions for access for fire fighting;
- responding to the fire alarm signal(s) and coded voice messages;
- evacuating endangered occupants; and
- confining, controlling and/or extinguishing the fire.

Because the **Chief Fire Official** or other members of the fire department will be witnessing annual fire drills in care occupancies, care and treatment occupancies and retirement homes, their input on the evaluation of these fire drills will also be critical. This is especially so in light of the fact that the **Chief Fire Official** needs to **approve** the fire safety plan.

Where applicable, additional analysis may be necessary to determine the adequacy of procedures and responses by designated **supervisory staff** operating or using equipment, such as:

- voice communication or paging systems;
- smoke control equipment, fixed fire extinguishing system or other specialized fire protection device(s);
- firefighter elevators and passenger elevators;
- designated equipment or machinery that must be shut down;
- emergency power system transfer where applicable; and
- the fire alarm system and other equipment that requires resetting, i.e. electromagnetic locking and door release, door hold open device(s), and HVAC systems.

Periodically fire drills also should involve the use and assessment of the alternative measures outlined in the fire safety plan, for any shutdown of fire protection equipment and systems, or part thereof.

11.0 DOCUMENTATION

Fire drills must be documented. As a minimum, the documentation must be retained for a period of at least 12 months after the drill. The documentation should identify the date and type of drill, persons participating, fire drill scenario, and the summary analysis and outcomes of the fire drill.

Appendix A contains sample report forms that may be suitable to use to document fire drills. The fire department should be consulted to determine the type of documentation preferred.

12.0 OTHER RESOURCES

The Office of the Fire Marshal website contains a variety of useful technical guidelines and related materials, and can be found at:

www.mcscs.jus.gov.on.ca/english/FireMarshal/OFMLanding/OFM_main.html.

The Fire Marshal's Public Fire Safety Council provides and sells useful resource materials and training aids designed to assist fire safety educators and others in enhancing fire safety awareness and emergency preparedness. The materials can be obtained and ordered through Fire Marshal's Public Fire Safety Council website found at www.firesafetycouncil.com.

Appendix A

Sample Fire Drill Records

Forms A.1 through A.3 contain sample fire drill forms. These forms are provided as a guide only. It may be desirable to modify the forms for use within your building, by retaining only those portions of the form relevant to your circumstances. For required annual fire drill scenarios and observations for care occupancies, care and treatment occupancies and retirement homes see Annex A of Fire Marshal's Directive 2014-002 – Fire Drill Scenario.

Form A.1 – Fire Drill and/or Incident Report

This form is intended to be used and completed by department heads, managers or designates responsible for monitoring **supervisory staff** and employee responses, where applicable. This form is intended for assessing the operation of specified building features during comprehensive fire drills or any time the fire alarm audible signal activates. The form is also suitable for documenting silent drills and table talk drills that are initiated by a department head, manager or designate within a specific area or department. Once completed, the form is forwarded to the person responsible for managing fire safety within the building and for record retention purposes.

Form A.2 – Record of Fire Drill Attendance

This form is intended to serve as documentation of persons that participated in fire drills. This form is intended to be printed on the reverse side of the **Fire Drill and/or Incident Report** page to identify those that participated in the corresponding drill. As a minimum, it is essential to document the designated **supervisory staff** attending each fire drill for the purpose of demonstrating Fire Code compliance.

Form A.3 – Fire Drill Checklist and Summary Recommendations

This form is to be completed by the person responsible for coordinating the building fire safety program, which includes conducting and monitoring fire drills and monthly fire alarm system testing. The form serves two purposes. First, it provides a useful checklist of activities that typically must be undertaken every time a comprehensive fire drill or monthly fire alarm system test is conducted. Secondly, the form can be used as a permanent record of monthly fire alarm system tests and unscheduled fire alarm system activations. Where a form of this nature is used to document monthly fire alarm system tests, the document must be retained for a minimum of 2 years.

Form A.1 - Sample Fire Drill and/or Incident Report

Date:		Time:		Location:		
Comprehensive Drill		Silent Drill		Table Talk	Other	
Instructions						
Each department head, manager or designate is responsible for monitoring employee responses and assessing building features during every fire drill and at any time the fire alarm audible signal activates. Forward this completed form after each drill to (insert name of person and department)						
Section 1 Assessment of persons discovering / responding to fire						
Describe fire drill scenario, fire incident or fire alarm occurrence:						
Simulated or Actual Activities			Yes	No		
Were people in immediate danger evacuated?					Zone of origin evacuated?	
Were doors closed and latched to confine the fire and reduce smoke spread?						
Was the fire alarm manually activated (if the scenario required this action)?						
Was the fire department called or switchboard notified as required by procedures?						
Was an attempt made to extinguish the fire?					Was attempt appropriate?	
Did sufficient staff respond and evacuate endangered occupants in an organized and timely manner?						
Was scene supervision appropriate?					Were instructions clear?	
Horizontal evacuation conducted?					Vertical Evac. Conducted?	
Comments/observations/recommendations on emergency responses:						
Assessment of specialized Supervisory Staff responses					Yes	No
Was the fire department notified by phone promptly and correctly?						
Were verbal instructions correct and clearly stated over the voice communication system?						
Did designated staff respond correctly to provide fire department assistance and access?						
If "No" was answered for question(s) above, provide comments/observations/recommendations:						
Section 2 Did the following features operate properly in your area?					Yes	No
A) fire alarm pull station (where applicable) and audible fire alarm devices						
B) voice communication system (voice messages were audible)						
C) self-closing doors closed and latched upon fire alarm system activation						
D) electro-magnetic locking devices released locked doors upon fire alarm system signal						
E) fire hose stations, fire extinguishers and/or sprinklers (where applicable)						
Section 3 Did employees respond properly upon hearing the fire alarm signal and voice communication instructions?					Yes	No
A) checked rooms and area for fire and closed doors immediately						
B) designated staff responded to the fire area to assist with evacuation						
C) hazardous equipment safely shut down where appropriate (i.e. oxygen, dryers)						
D) corridors were clear and unobstructed						
If "No" was answered for question(s) above, provide comments/observations/recommendations:						
Print Name:		Signature:		Date:		

Form A.3 - Sample

Fire Drill Check List and Summary Recommendations			Date:	
This form is to be completed by the person responsible for conducting and coordinating the building fire safety program, which includes monitoring fire drills and monthly fire alarm system test(s).			Yes	No
Fire department notified before fire alarm test or fire drill? Fire department phone # Name of person contacted:				
Alarm Monitoring Company notified before fire alarm test or fire drill? Monitoring company phone # Name of person contacted:				
Fire alarm system tested on secondary source of power (Battery or Generator as applicable)?				
Fire alarm system activated correctly?				
Second stage alarm signal activated correctly (where applicable)?				
Annunciator(s) indicated the correct fire alarm zone of alarm origin?				
"All clear" announced and staff instructed to sign fire drill attendance record?				
Fire alarm system reset and returned to primary power source?				
Fire alarm ancillary devices reset and checked:				
Electro-magnetic locking devices				
Elevators				
HVAC				
Hold-open features on fire doors				
Fire alarm system clear of any "trouble"?				
Confirmed fire alarm monitoring company received alarm signal?				
Fire department notified after drill?				
When applicable, confirmed fire department received alarm signal?				
Unscheduled Fire Alarm Signal Activation	Date:	Time:	Applicable	
Cause of alarm determined to be:				
Fire Department Arrival Time (if known):			Yes	No
Fire alarm control panel reset after emergency was over?				
Fire alarm "trouble signal" clear?				
"All clear" announced and staff instructed to sign fire drill attendance record?				
Fire alarm ancillary devices reset and checked:				
Electro-magnetic locking devices				
Elevators				
HVAC				
Hold-open features on fire doors				
Fire alarm system repair company notified of repairs required? Time: Name of person contacted:				
Fire alarm system repaired – Date:		Time:		
Conclusions, recommendations for changes to fire safety plan or procedures:				
Print Name:		Signature:		Date: