



## FIRE DRILL EVACUATION CHECK LIST

Rev No: \_\_\_\_\_  
Rev Date: \_\_\_\_\_

Plant Name		Date	
Time Drill Initiated	am/pm	Time All Occupants Vacated	am/pm
Elapsed Time .....Seconds( should be less than 180 Seconds)			
Roll call completed time ..... A.M. / P.M.			
Drill Monitor(s)	Name		
1	Position		
2			

### PREDRILL ASSESSMENT

	Yes	No	Remarks
Exits are clearly marked			
Illumination for assembly point & Exit Paths	Satisfactory	Unsatisfactory	
Fire pump work condition	Satisfactory	Unsatisfactory	
Exit doors operating properly	Yes	No	
Assembly point unobstructed	Yes	No	
Briefing details			

### COMMUNICATION

Method of Drill Activation

Description	Alarm Activation		PA System	
	In-House	Word of Mouth	Other	REMARKS
Drill preannounced	YES		NO	
Fire department present for the drill				
Security notified prior to drill				
Electrical power was turned off				
Emergency power was available				
Fire extinguishers taken to location of fire				
Fire hose reel used (mock test)				
Evacuation performed according to plan				
Emergency Response Teams met at emergency commanding centre				
Emergency response team responded according to plan				
Fire alarm clearly heard in all areas				
Fire zone correctly identified by security and fire team				
Alarm monitoring station/security guard room received alarm				
Public address system clearly heard all areas				
All employees participated and evacuated				
Evacuation was orderly				
Rest room were checked for occupants				
Missing persons identified by role call				
Details of missing persons communicated to support services.				
Visitors escorted and accounted for				
Special needs persons accommodated				
Overall response of occupants			Satisfactory	Unsatisfactory
Number of occupants evacuated			Visitors	
			Employees	
			Others	

Emergency Commander	Signature:.....
Name:.....	
QMS Executive/Coordinator/Plant Manager/OM	Signature:.....
Name:.....	
Fire Officer	Signature:.....
Name:.....	