Fire Drill Check List  Community: ___________________________ Date: ____________

This checklist should be used for evaluating the personnel, fire alarm system, fire doors, and the fire control panel for functioning as intended.

Please Indicate -  Yes or No

1. Was the Security Control Monitoring Company notified before the drill?  _______

2. Was the Security Control Monitoring Company notified after the drill?  _______

3. Was a simulated fire with instructions placed in a room?  _______

4. Was the door closed after simulating the fire condition?  _______

5. Was the fire alarm pulled or “canned smoke” sprayed?  _______

6. Was Code Red and location of simulated fire announced?  _______

7. Were the residents removed/evacuated from the fire area to the designated safe area? (Mandatory)  _______

8. Were the doors on either side and across from the fire closed first?  _______

9. Were all other doors in the fire area closed?  _______

10. Did all other staff members report to code panel?  _______

11. Did the fire doors close automatically?  _______

12. Did the fire alarms function properly?  _______

Resident Apts effected (list numbers) ____________________________________________

Number of occupants evacuated________________________________________________

Escape route used to safe area. ___________________________________________________

Residents who resisted or failed to participate______________________________________

Evacuation time needed for simulated area only______________________________

Location of simulated fire_____________________________________________________

Drill Conducted By: __________________________________________________________