

TOWN OF STETTLER

FACILITY FIRE & EVACUATION DRILL

Facility: _____

Drill Monitor: _____

Date: _____ **Time of Alarm:** _____

Evacuation Staff Response	Yes	No	N/A
Area wardens and evacuations staff were properly identified			
Evacuation staff reported to proper locations on floor			
Aides for disabled occupants were available and assisted occupants to a safe location to await evacuation			
All areas of floor were searched and occupants were in process of evacuation before the warden evacuated the area.			
Stair monitors waited for all occupants in area to evacuate before evacuating			

Comments on evacuation staff response: _____

Occupant Response	Yes	No	N/A
Reacted to alarm immediately			
Knew the location of alternate means of egress from work area			
Attempted to use elevators for evacuation			
Evacuated area in orderly manner			
Responded to directions from evacuation staff			
Visitors in area were directed to evacuate			
Interior doors were closed on evacuation			
Occupants reported to assigned assembly point and checked in with monitor			
Names of occupants who did not evacuate recorded on this sheet			

Comments on occupant response: _____

Fire Protection	Yes	No	N/A
Alarm was audible on floor			
Visual alarm indicators operated			
Voice notification was audible and understandable			
Doors, corridors, and stairways were unobstructed			
Automatic door closers operated			
Automatic equipment shut down was activated			

Comments on building fire protection response: _____

Evaluator comments: _____

Signature: _____

