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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **Fire Drill Checklist** | | | | | |  | | | |
| **FREQUENCY** | | | | | | | | | **DATE** | | | |
| **WEEKLY / MONTHLY / QUARTERLY (Select as applicable)** | | | | | | | | |  | | | |
| **Location .......................................................................** | | | | | | | | | | | | |
| **Fire Drill - ITEMS TO CHECK** | | | | | | | | | **YES** | **NO** | **IMP.** | |
| Fire drill was conducted as per schedule. | | | | | | | | |  |  |  | |
| All employees were informed about the fire drill in advance. | | | | | | | | |  |  |  | |
| Fire alarms were activated and functioned correctly. | | | | | | | | |  |  |  | |
| Emergency exits were used correctly and remained unobstructed. | | | | | | | | |  |  |  | |
| Employees followed the designated evacuation routes. | | | | | | | | |  |  |  | |
| Emergency lighting was functional during the drill. | | | | | | | | |  |  |  | |
| Evacuation assembly point was clearly marked and utilized. | | | | | | | | |  |  |  | |
| Fire wardens performed their duties effectively. | | | | | | | | |  |  |  | |
| Communication systems (PA system, radios) functioned properly. | | | | | | | | |  |  |  | |
| Fire extinguishers were checked and available in key locations. | | | | | | | | |  |  |  | |
| Employees with disabilities were assisted as per emergency plan. | | | | | | | | |  |  |  | |
| Time taken for complete evacuation was recorded. | | | | | | | | |  |  |  | |
| Employees understood and followed emergency response procedures. | | | | | | | | |  |  |  | |
| Doors were closed but not locked to prevent fire spread. | | | | | | | | |  |  |  | |
| Fire department or emergency services were notified (if required). | | | | | | | | |  |  |  | |
| Post-drill debriefing was conducted to identify areas for improvement. | | | | | | | | |  |  |  | |
| Any safety hazards identified during the drill were documented. | | | | | | | | |  |  |  | |
| Employees returned to work safely after the all-clear signal. | | | | | | | | |  |  |  | |
| Fire drill records were updated and stored properly. | | | | | | | | |  |  |  | |
| Recommendations for improving future fire drills were noted. | | | | | | | | |  |  |  | |
| **Comments:** | |  | | | | | | | | | |  |
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| ****Fire Drill Condition and Compliance Check**** | | | | | | | | | | | | |
| Fire Drill Equipment | | | | Location | Qty | OK | Not OK | Remarks (Mention Check No.) | | | | |
| Fire Alarms | | | |  |  |  |  |  | | | | |
| Emergency Exit Signs | | | |  |  |  |  |  | | | | |
| Evacuation Maps | | | |  |  |  |  |  | | | | |
| Fire Extinguishers | | | |  |  |  |  |  | | | | |
| First Aid Kits | | | |  |  |  |  |  | | | | |
| **Inspected By;**  **Name: .............................................. Designation: ..................................... Signature: .....................................** | | | | | | | | | | | | |