FIRE DRILL CHECKLIST

COMPANY_____ **SUITE #** _____

SUITE/FLOOR WARDEN_____ DATE: _____

Identification: vest ___ ***flashlight***_____ ***whistle***____ ***sign***_____

FILL IN EMPLOYEE NAMES/CELL NUMBERS ***PRIOR*** TO THE FIRE DRILL. DURING THE FIRE DRILL (AT THE SAFE REFUGE AREA), PUT CHECKS IN APPROPRIATE BOX AT THE SAFE REFUGE AREA.

Participation is mandatory.

EMPLOYEE NAMES	***Cell #***	**Evacuated: Reported to the Safe Refuge Area**	***Absent*** ***Not in Office***	Employees needing assistance: (waiting in stairwell)	**In office & Refusing to participate**

DID YOU REMEMBER TO:

- Check doors for heat and smoke before opening
- Remind coworkers to close all interior office doors to prevent smoke from spreading.
- Check restrooms for occupants.
- Take head count at the Safe Refuge Area by putting a check next to each employees' name in the correct column.
- Report location of any occupant who is physically challenged to Building Staff.
- Turn in this checklist to Building Staff at the Safe Refuge Area.