# FIRE DRILL OBSERVATION CHECK SHEET

Company Name:	i i
Observer Name:	
Date & Location:	
Signature:	
Time Alarm activated -	
Time First person arrived at Assembly Point -	
Time Last person arrived at Assembly Point -	
Time taken to complete the roll call -	1
Time returned to building -	

Activities to Observe	Completed Yes/No	Comments
<ol> <li>Employees responded promptly to the alarm being raised.</li> </ol>		
<ol><li>Fire Alarm and evacuation message was clear and audible in all areas.</li></ol>	50	
<ol> <li>Emergency services were contacted in time.</li> </ol>	10	
Evacuation took place in a calm and orderly manner. No running, no shouting, no stopping to collect personal belongings etc.	2	
<ol> <li>Fire Marshals did a thorough check for his/her designated area(s).</li> </ol>		
<ol> <li>Fire exits were clearly marked and lit enough for smooth exit</li> </ol>		
<ol> <li>Assembly point was clearly marked and known to the employees.</li> </ol>		
<ol> <li>Fire Marshals were fully in control of the situation and didn't let others take over.</li> </ol>		
9. People didn't go back into the		

# **Mh Mock Drill Check List**

# **EW Minium**

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