



Fire Drill Checklist

Ideas Graphic and Design Inc. / 15 Feb 2023 /
James Smitherfield

Complete

Score	90.24%	Flagged items	4	Actions	4
Site conducted					Unanswered
Site					Ideas Graphic and Design Inc.
Date and Time of Drill					15.02.2023 10:30 PST
Weather					Warm
Safety Coordinator					James Smitherfield
Address/Location					Moffat DG10 9LT, UK

Flagged items & Actions

4 flagged, 4 actions

Flagged items

4 flagged, 4 actions

INSPECTION / EVACUATION ASSESSMENT

Evacuation routes posted

No

No evacuation routes posted.

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.02.2023 10:45 PST | Created by SafetyCulture Staff

Evacuation plan

Hi Kevin,

Please post an evacuation plan around the office. Please ensure to follow guidelines. Thanks

INSPECTION / EVACUATION ASSESSMENT

Exit signs are properly illuminated

No

Busted emergency light at Bay 3.



Photo 1

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.02.2023 10:49 PST | Created by SafetyCulture Staff

Replace emergency lights

Hi Shee, please check this. We have busted emergency light at bay 3

INSPECTION / EVACUATION ASSESSMENT

Egress routes free of obstructions

No

There's a cabinet obstructed near the fire exit door 4



Photo 2

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.02.2023 10:50 PST | Created by SafetyCulture Staff

Remove fire exit obstruction

Hi Shee, please remove Fire exit obstruction immediately.

INSPECTION / FIRE ALARM SYSTEMS

Fire alarms are working properly and clearly heard in all areas

No

Can't hear fire alarm at level 2 storage area

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.02.2023 10:50 PST | Created by SafetyCulture Staff

Contact monitoring company

Hi Shee, Have this check with our partner. Please give me your feedback as soon as possible.

Other actions

0 actions

INSPECTION

4 flagged, 4 actions, 90%

COMMUNICATION

100%

Method of Drill Activation

Alarm Activation

Drill preannounced

Yes

Fire department present for drill

Yes

Alarm monitoring company notified

Yes

Security notified

Yes

EVACUATION ASSESSMENT

3 flagged, 3 actions, 57.14%

Evacuation routes posted

No

No evacuation routes posted.

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.02.2023 10:45 PST | Created by SafetyCulture Staff

Evacuation plan

Hi Kevin,

Please post an evacuation plan around the office. Please ensure to follow guidelines. Thanks

Evacuation signs are in good condition

Yes

Exits are clearly marked

Yes

Exit signs are properly illuminated

No

Busted emergency light at Bay 3.



Photo 1

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.02.2023 10:49 PST | Created by SafetyCulture Staff

Replace emergency lights

Hi Shee, please check this. We have busted emergency light at bay 3

Exit doors operating properly

Yes

Egress routes free of obstructions

No

There's a cabinet obstructed near the fire exit door 4



Photo 2

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.02.2023 10:50 PST | Created by SafetyCulture Staff

Remove fire exit obstruction

Hi Shee, please remove Fire exit obstruction immediately.

Egress routes properly lighted

Yes

FIRE ALARM SYSTEMS

1 flagged, 1 action, 75%

Fire alarms are working properly and clearly heard in all areas

No

Can't hear fire alarm at level 2 storage area

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.02.2023 10:50 PST | Created by SafetyCulture Staff

Contact monitoring company

Hi Shee, Have this check with our partner. Please give me your feedback as soon as possible.

Alarm monitoring company received alert

Yes

Electra-magnetic locks operated appropriately

Yes

Public address system clearly heard in all areas

Yes

UTILITIES

100%

Electrical appliances were turned off

Yes

Lights were turned off

Yes

HVAC units were shut down

Yes

Smoke detectors are in good condition

Yes



Photo 3

Sprinklers are in good condition

Yes

EVACUATION

100%

All occupants participated and evacuated

Yes

All participants cooperate with the drill and followed fire wardens instructions



Photo 4

Restrooms were checked for occupants

Yes

Evacuation was orderly

Yes

Visitors escorted and accounted for

Yes

Special needs persons accommodated

Yes

Person with disability was prioritized during the drill

Elevators were used during evacuation

No

FIRE CONTAINMENT

100%

Doors and windows closed

Yes

Rooms checked prior to closing doors

Yes

Doors left unlocked

Yes

Fire extinguisher taken to location of fire

Yes

Door hold-open devices operated appropriately

Yes

PLAN ASSESSMENT

100%

Evacuation performed according to plan

Yes

Occupants met at designated meeting places according to the plan

Yes

Designated meeting place(s) located at safe distance from building

Yes

Fire drill/incident response team(s) responded according to plan	Yes
Fire drill/incident response team(s) carried out assigned duties	Yes
Fire department "mock" notified according to plan	Yes
Elevators recalled to correct floor	Yes

COMPLETION

100%

Overall response of occupants	Satisfactory
Noise level of evacuation	Satisfactory
Total number of occupants evacuated	80

Recommendations

- Evacuation routes should be posted to avoid confusion with employees
- All emergency lights should be checked and maintained. Change busted emergency light (bay 3) as soon as possible
- All exit routes should be unobstructed. Remove the cabinet near fire exit door 4
- Soundcheck the alarm systems. It cannot be heard at level 2 storage area.

Overall, all participants did their best to cooperate with the drill. No injuries or accident recorded.

Name and signature of safety coordinator



James Smitherfield
15.02.2023 10:53 PST

Appendix



Photo 1



Photo 2



Photo 3



Photo 4