

## FIRE DRILL EVALUATION FORM

|  |           |  |              |
|--|-----------|--|--------------|
| <b>Department / Unit:</b>                |           | <b>Date:</b>   | <b>Time:</b> |
| <b>Location:</b>                         |           |  |              |
| <i>Time Management:</i> Drill Start Time |           |  |              |
| Patient Rescued                          |           |  |              |
| Evacuation Started                       |           |  |              |
| Evacuation Completed                     |           |  |              |
| <b>Yes</b>                               | <b>No</b> | <b>Staff Participation</b>   |              |
|  |           | <b>R "Rescue"</b>  |              |
|  |           | Remove Patients / Visitors in Imminent Danger                                    |              |
|  |           | <b>A "Alarm"</b>   |              |
|  |           | Shout "Code Red"   |              |
|  |           | Break nearest alarm  |              |
|  |           | Dial 888 and report Code Red (fire) to Operator.                                 |              |
|  |           | <b>C "Contain Fire"</b>  |              |
|  |           | Close all doors  |              |
|  |           | Test door / handles  |              |
|  |           | Portable cylinders removed   |              |
|  |           | Line oxygen shutdown   |              |
|  |           | <b>E "Extinguish"</b>  |              |
|  |           | Bring appropriate extinguisher to the area outside the room containing the fire. |              |
|  |           | P.A.S.S used to operate extinguisher   |              |
|  |           | Report about current state of Fire   |              |
|  |           | <b>E "Evacuation" if unable to extinguish fire</b>                               |              |
|  |           | Rescue methods used?   |              |
|  |           | Aware of primary evacuation route and destination?                               |              |
|  |           | Aware of secondary evacuation route and destination?                             |              |
|  |           | <b>Assembly Point</b>  |              |
|  |           | Whether Staff assembled department wise?   |              |
|  |           | Staffs have brought their respective attendance registers?                       |              |
|  |           | <b>Head Count</b>  |              |
|  |           | Head count was done?   |              |
|  |           | Departments are sure about their staff whereabouts?                              |              |
|  |           | Supervisors have coordinated the head count?                                     |              |
|  |           | <b>Reporting</b>   |              |
|  |           | Reporting is done by each dept to Fire Officer?                                  |              |
|  |           | Did the direct line activated with Civil Defense?                                |              |

## **FIRE DRILL EVALUATION FORM**

Total Time Taken for the Fire Drill: \_\_\_\_\_

**Comments, Suggestions, Observations, Recommendations, Deficiencies:**

|    |
|----|
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

Was the drill satisfactory?

Yes \_\_\_\_\_

No \_\_\_\_\_

Will a second drill be scheduled?

Yes \_\_\_\_\_

No \_\_\_\_\_

**Critiqued by:**

|                   |  |  |
|-------------------|--|--|
| <b>Name:</b>      |  |  |
| <b>Position:</b>  |  |  |
| <b>Signature:</b> |  |  |