

BUILDINGWRENCH

FIRE DRILL RECORD

Use this form to document a planned fire/evacuation drill and the follow-up actions it identifies.

1. DRILL INFORMATION

Facility / Site:	_____	Drill Date:	_____
Building / Area:	_____	Drill Coordinator:	_____
Alarm Start Time:	_____	All-Clear / End Time:	_____
Total Evacuation Time:	_____	Participants / Occupants:	_____
Assembly Area:	_____	Special Conditions:	_____

2. OBSERVATIONS

CHECK	OBSERVATION	YES	NO	N/A	NOTES
1	Alarm / notification was recognized and perceptible in occupied areas.	☐	☐	☐	
2	Occupants used assigned evacuation routes and exited without unnecessary delay.	☐	☐	☐	
3	Exit routes, doors and stairs used during the drill were clear and usable.	☐	☐	☐	
4	Designated staff performed assigned evacuation / warden duties.	☐	☐	☐	
5	Accountability was completed at the assembly area.	☐	☐	☐	
6	Accessibility / assistance procedures worked as planned.	☐	☐	☐	
7	Emergency communication procedures worked as planned.	☐	☐	☐	
8	No unsafe behavior, blocked egress or other significant issue was observed.	☐	☐	☐	

3. CORRECTIVE ACTIONS & FOLLOW-UP

Issue / Observation	Corrective Action	Owner	Due Date	Completed

4. DRILL REVIEW

What worked well:	_____	Follow-up meeting held:	☐ Yes ☐ No
Primary improvement:	_____	Plan update needed:	☐ Yes ☐ No
Coordinator Signature:	_____	Review Date:	_____

Important: Drill frequency and documentation requirements vary by occupancy, jurisdiction, licensing rules, insurer requirements and the authority having jurisdiction (AHJ). Follow your site-specific emergency action plan and applicable requirements. This form is a general management aid and does not establish a required drill frequency.