

School Fire Drill Checklist

SCHOOL NAME: _____

ADDRESS: _____

TELEPHONE #: _____ PRINCIPAL: _____

DATE OF FIRE DRILL: _____ TIME OF ALARM ACTIVATION: _____

NOTIFY Alarm company before and after drill (Phone: 778-328-7751)

➤ **Have "S Code" ready to provide**

NOTIFY Fire Dispatch before and after drill (Phone: 604-543-6700)

EVALUATION CRITERIA (Please Circle Yes or No)		
Doors to classroom etc. were closed	Yes	No
Participants evacuated to a safe distance	Yes	No
Participants met at pre-designated meeting place	Yes	No
Assigned duties carried out effectively by staff	Yes	No
All staff and students accounted for outside	Yes	No
Participants waited for "All Clear" signal	Yes	No
Drill was conducted orderly	Yes	No
Drill was conducted promptly	Yes	No
Alarm company notified <u>before and after</u> drill	Yes	No
Fire Dispatch notified <u>before and after</u> drill	Yes	No

Where was the fire alarm activated? pull station on wall fire alarm panel

Did the fire doors close automatically when the alarm sounded? Yes No

Was the fire alarm audible throughout the building? Yes No

Time Taken to Complete the Fire Drill: _____

Comments: _____

Principal's Signature: _____

Send to: Surrey Fire Service 8767 – 132 St, Surrey, BC V3W 4P1
 Fax: 604-594-1237
 Email: fireprevention@surrey.ca