

Evacuating the Building: Drill Report

Date: _____ Time: _____

Report Completed By: _____

Property/Building: _____

Address: _____

Pre Evacuating Drill Procedures	Yes	No
Appropriate Authorities contacted?		
Alarm System Monitoring company contacted?		

During the Evacuation Drill	Yes	No
Were individuals closing doors upon exiting rooms?		
Were individuals remaining calm and proceeding towards the nearest exit?		
Were individuals assembling at the designated muster point?		
Did the appropriate authorities ensure the safe evacuation of all individuals and wear appropriate identification? (for example, red hat)?		
Were all individuals accounted for?		
Were exits guarded to prevent re-entry into the building		
Were individuals given the clear notification to re-enter the building?		

Post-Fire Drill Procedures	Yes	No
Appropriate Authorities contacted after the drill?		
Alarm Monitoring company contacted after the drill?		
Total Evacuation Time: _____ (minutes/seconds)		

Comments/Recommendations:

Evacuation Drills are critical for ensuring the safety of the staff, students, residents, that enter the Library. Practicing scheduled evacuation drills will help ensure individuals have the information and knowledge to safely escape without injuring themselves or others.

Drills should be conducted by the person that is responsible for the building and should be completed annually in small branches and bi-annually in large branches.

Pre-Drill Procedures

1. To be conducted by the CEO or designate
2. Contact appropriate authorities
Alarm Company at 613-969-5100
Fire Department at 613-476-2602 or 613-476-2345
3. Record the time

During the Drill

1. The CEO or designate to monitor the evacuation process and note any of the following:
 - Are individuals closing the doors upon exiting rooms?
 - Are individuals remaining calm and proceeding towards the nearest exit?
 - Are individuals assembling at the designated muster point?
 - Are authorities (if applicable) ensuring the safe evacuation of all individuals?
 - Are all individuals being accounted for?
 - Are exits guarded to prevent re-entry into the building?

After the Drill

1. Record the total evacuation time in the evacuation checklist report
2. Inform individuals that they can re-enter the building
3. Contact alarm monitoring and fire department that the drill is complete
4. Re-evaluate concerns that arose during the drill and discuss as a group
5. Keep record of the drill and any notes on the evacuation checklist report