

FIRE DRILL & EMERGENCY PREPAREDNESS INSPECTION CHECKLIST

GENERAL INFORMATION

Name: _____

Date: _____

Location: _____

Alarm Systems & Notification

- ☐ Yes ☐ No — Fire alarm pull stations are accessible and unobstructed
- ☐ Yes ☐ No — Audible and visual alarms are functioning correctly
- ☐ Yes ☐ No — Public address system is clear and audible throughout
- ☐ Yes ☐ No — Emergency notification system successfully alerted staff

Evacuation Routes & Exits

- ☐ Yes ☐ No — Exit paths are clear of obstructions and debris
- ☐ Yes ☐ No — Emergency exit signs are illuminated and visible
- ☐ Yes ☐ No — Fire doors close and latch properly without assistance
- ☐ Yes ☐ No — Assembly points are clearly marked and accessible

Equipment & Suppression

- ☐ Yes ☐ No — Fire extinguishers are charged and in designated spots
- ☐ Yes ☐ No — Sprinkler heads are free of paint or obstructions

- ☐ Yes ☐ No — Emergency lighting activates upon power failure
- ☐ Yes ☐ No — First aid kits and AEDs are fully stocked and ready

Personnel & Procedures

- ☐ Yes ☐ No — Staff followed established evacuation protocols
- ☐ Yes ☐ No — Roll call was completed at the assembly point
- ☐ Yes ☐ No — Fire wardens performed duties as per the safety plan
- ☐ Yes ☐ No — Total evacuation time was within acceptable limits

FINAL NOTES

Inspector Comments:

Inspector Name: _____

Inspector Email: _____

Inspection Date: _____

☐ I confirm this inspection was completed accurately