KEFRI/F/ADM/22



**FIRE DRILL REPORT**

Submitted by:…………………………………………………….

Centre:………………………………………………………………

Drill conducted:…………………………………………… date:…………………………….

1. Were the Security and Fire Department notified? Yes ( ) No ( )

If no, provide detail.

2. Was the Alarm heard in all areas? Yes ( ) No ( )

If no, which areas did not sound?

3. Were the announcements clear and understood? Yes ( ) No ( )

If no, provide details.

4. List any evacuation problems encountered.

5. Did the alarm system reset properly after the drill? Yes ( ) No ( )

If no, provide details

6. Corrective Actions required

7. Approximate evacuation time from start of fire alarm until last person exited:

\_\_\_\_\_\_minutes

1. List of personnel who participated in the drill:

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**