



**City of Abbotsford  
FIRE RESCUE SERVICE**

Making a difference in our community through prevention, response and safety.

## FIRE DRILL CHECKLIST FOR SCHOOLS

SCHOOL NAME: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ PRINCIPAL: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME OF ALARM / DRILL: \_\_\_\_\_

Where was the alarm activated?  fire alarm panel  pull station

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

Was fire alarm notification audible throughout the building?  Yes  No

Was School District Maintenance notified before/after the drill?  Yes  No  N/A

	Yes	No
Evacuation was conducted in an orderly and prompt manner		
Doors were closed (classrooms, gym, and offices), bathrooms checked		
Participants requiring assistance were assisted		
Participants assembled at a pre-designated meeting place		
Assigned duties carried out effectively by teachers and supervisory staff		
All participants accounted for outside (staff, students, visitors, etc.)		
Participants waited for "All Clear" signal before re-entering		

Time to complete the Fire Drill: \_\_\_\_\_

Comments: \_\_\_\_\_

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

*Principal/ Fire Safety Director*