Appendix 14.9

Sample Fire Drill Record Template

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Assisted Boarding House: | | | | |  | | |
| Address: |  | | | | | | |
|  |  | | | | | | |
| Person conducting the drill: | | |  | | | | |
| Date of drill: |  | | | | | Time of drill: |  |
| Notification method  (eg verbal, fire alarm): | |  | | | | | |
| Staff and residents participating: |  | | | | | | |
|  | | | | | | |
|  |  | | | | | | |
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|  |  | | | | | | |
|  |  | | | | | | |
|  |  | | | | | | |
| Number of occupants evacuated: | | | |  | | | |
| Special conditions simulated: |  | | | | | | |
|  | | | | | | |
| Problems encountered to address during next drill: |  | | | | | | |
|  | | | | | | |
|  | | | | | | |
| Time from start to complete evacuation: | |  | | | | | |