





# Ideas Graphic and Design Inc. / 19 Jul 2019 / James Smitherfield

Fire Drill Checklist

Complete





Inspection score	Failed items	Created actions
<b>90.24%</b>	<b>4</b>	<b>4</b>
Site Ideas Graphic and Design Inc.		
Date and Time of Drill 📅 19th Jul, 2019 ⌚ 10:00 AM +08		
Weather	Warm	
Safety Coordinator James Smitherfield		
Address/Location Moffat DG10 9LT, UK		

INSPECTION / EVACUATION ASSESSMENT

Evacuation routes posted	No
<p>– Notes</p> <p>No evacuation routes posted.</p> <p>– Actions</p> <hr/> <p>To Do <b>Evacuation plan</b></p>	
Exit signs are properly illuminated	No
<p>– Notes</p> <p>Busted emergency light at Bay 3.</p> <p>– Photos</p>  <p>Photo 1</p> <p>– Actions</p> <hr/> <p>To Do <b>Replace emergency lights</b></p>	
Egress routes free of obstructions	No
<p>– Notes</p> <p>There's a cabinet obstructed near the fire exit door 4</p> <p>– Photos</p>  <p>Photo 2</p> <p>– Actions</p> <hr/> <p>To Do <b>Remove fire exit obstruction</b></p>	

**INSPECTION / FIRE ALARM SYSTEMS**

Fire alarms are working properly and clearly heard in all areas	<b>No</b>
<p>– Notes</p> <p>Can't hear fire alarm at level 2 storage area</p> <p>– Actions</p> <hr/> <p>To Do <b>Contact monitoring company</b></p>	

<p>SafetyCulture Staff created a High priority action</p> <p>To Do  26th Jul, 2019 8:00 AM +08</p> <p><b>Contact monitoring company</b> Hi Shee, Have this check with our partner. Please give me your feedback as soon as possible.</p>
<p>INSPECTION / FIRE ALARM SYSTEMS</p> <p><b>Fire alarms are working properly and clearly heard in all areas</b></p>
<p>SafetyCulture Staff created a High priority action</p> <p>To Do  19th Jul, 2019 8:00 AM +08</p> <p><b>Remove fire exit obstruction</b> Hi Shee, please remove Fire exit obstruction immediately.</p>
<p>INSPECTION / EVACUATION ASSESSMENT</p> <p><b>Egress routes free of obstructions</b></p>
<p>SafetyCulture Staff created a Medium priority action</p> <p>To Do  31st Jul, 2019 8:00 AM +08</p> <p><b>Replace emergency lights</b> Hi Shee, please check this. We have busted emergency light at bay 3</p>
<p>INSPECTION / EVACUATION ASSESSMENT</p> <p><b>Exit signs are properly illuminated</b></p>
<p>SafetyCulture Staff created a High priority action</p> <p>To Do  22nd Jul, 2019 8:00 AM +08</p> <p><b>Evacuation plan</b> Hi Kevin,  Please post an evacuation plan around the office. Please ensure to follow guidelines. Thanks</p>
<p>INSPECTION / EVACUATION ASSESSMENT</p> <p><b>Evacuation routes posted</b></p>

# INSPECTION

4 Failed 4 Actions 90.00%



## COMMUNICATION

Method of Drill Activation	Alarm Activation
Drill preannounced	Yes
Fire department present for drill	Yes
Alarm monitoring company notified	Yes
Security notified	Yes

## EVACUATION ASSESSMENT

3 Failed 3 Actions

Evacuation routes posted	No
<p>– Notes No evacuation routes posted.</p> <p>– Actions</p> <hr/> <p>To Do <b>Evacuation plan</b></p>	
Evacuation signs are in good condition	Yes
Exits are clearly marked	Yes


Exit signs are properly illuminated	No
<p>– Notes Busted emergency light at Bay 3.</p> <p>– Photos</p>  <p>Photo 1</p> <p>– Actions</p> <hr/> <p>To Do <b>Replace emergency lights</b></p>	
Exit doors operating properly	Yes
Egress routes free of obstructions	No
<p>– Notes There's a cabinet obstructed near the fire exit door 4</p> <p>– Photos</p>  <p>Photo 2</p> <p>– Actions</p> <hr/> <p>To Do <b>Remove fire exit obstruction</b></p>	
Egress routes properly lighted	Yes

**FIRE ALARM SYSTEMS**


1 Failed 1 Actions

Fire alarms are working properly and clearly heard in all areas	No
<p>– Notes</p> <p>Can't hear fire alarm at level 2 storage area</p> <p>– Actions</p> <hr/> <p>To Do <b>Contact monitoring company</b></p>	
Alarm monitoring company received alert	Yes
Electra-magnetic locks operated appropriately	Yes
Public address system clearly heard in all areas	Yes

**UTILITIES**

Electrical appliances were turned off	Yes
Lights were turned off	Yes
HVAC units were shut down	Yes
Smoke detectors are in good condition	Yes
<p>– Photos</p>  <p>Photo 3</p>	
Sprinklers are in good condition	Yes

**EVACUATION**

All occupants participated and evacuated	Yes
<p>– Notes</p> <p>All participants cooperate with the drill and followed fire wardens instructions</p> <p>– Photos</p>  <p>Photo 4</p>	
Restrooms were checked for occupants	Yes
Evacuation was orderly	Yes
Visitors escorted and accounted for	Yes
Special needs persons accommodated	Yes
<p>– Notes</p> <p>Person with disability was prioritized during the drill</p>	
Elevators were used during evacuation	No

#### FIRE CONTAINMENT

Doors and windows closed	Yes
Rooms checked prior to closing doors	Yes
Doors left unlocked	Yes
Fire extinguisher taken to location of fire	Yes
Door hold-open devices operated appropriately	Yes


#### PLAN ASSESSMENT

Evacuation performed according to plan	Yes
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Occupants met at designated meeting places according to the plan	Yes
Designated meeting place(s) located at safe distance from building	Yes
Fire drill/incident response team(s) responded according to plan	Yes
Fire drill/incident response team(s) carried out assigned duties	Yes
Fire department "mock" notified according to plan	Yes
Elevators recalled to correct floor	Yes

### COMPLETION

Overall response of occupants	Satisfactory
Noise level of evacuation	Satisfactory
Total number of occupants evacuated <b>80</b>	
Recommendations - Evacuation routes should be posted to avoid confusion with employees - All emergency lights should be checked and maintained. Change busted emergency light (bay 3) as soon as possible - All exit routes should be unobstructed. Remove the cabinet near fire exit door 4 - Soundcheck the alarm systems. It cannot be heard at level 2 storage area.  Overall, all participants did their best to cooperate with the drill. No injuries or accident recorded.	
Name and signature of safety coordinator <div style="display: flex; align-items: center;">  <div> <p>James Smitherfield</p> <p>19th Jul, 2019 1:47 PM +08</p> </div> </div>	

Photos

4 Photos



Photo 1



Photo 2



Photo 3



Photo 4