

Fire drill log

Assisted living / residential care
One form per drill · fill in and sign the same day

WHEN AND WHO

BUILDING / SITE

DATE

TIME ALARM SOUNDED

SHIFT

☐ Day ☐ Evening ☐ Night

DRILL LEAD (TIMES THE DRILL)

RESIDENTS ASLEEP?

☐ Yes ☐ No

ANNOUNCED IN ADVANCE?

☐ Yes ☐ No

WEATHER AT EVACUATION

STAFF ON DUTY AND TAKING PART (NAMES)

THE DRILL

SIMULATED FIRE ORIGIN

HOW THE ALARM WAS RAISED

ESCAPE PATHS USED / ASSEMBLY POINT

RESIDENTS IN BUILDING

RESIDENTS EVACUATED

EVACUATION TIME (MIN : SEC)

SPECIAL CONDITIONS

SIMULATED

MONITORING COMPANY CALLED BEFORE THE DRILL

SIGNAL CONFIRMED AFTER THE DRILL (TIME / REFERENCE)

☐ Yes ☐ No ☐ Not monitored

RESIDENTS WHO NEEDED HELP OR TOOK LONGER THAN ALLOWED

#	Room / resident	Help needed and given	Over time limit?	Staff who helped
1			☐ Yes ☐ No	
2			☐ Yes ☐ No	
3			☐ Yes ☐ No	
4			☐ Yes ☐ No	

RESIDENTS WHO RESISTED OR DID NOT TAKE PART (AND WHAT STAFF DID)

DEBRIEF: PROBLEMS FOUND AND FIXES

#	Problem (alarm, getting residents up, doors, headcount...)	Fix before the next drill	Owner	Due	Closed
1					
2					
3					

SIGN-OFF

DRILL LEAD SIGNATURE

DATE

ADMINISTRATOR REVIEW SIGNATURE

DATE

Filed at: _____ · Entered on the spreadsheet Drill log: ☐

Why these fields: they combine Wisconsin's CBRF rule (Wis. Admin. Code DHS 83.47(2)(d): date, time, total evacuation time, residents over the allowed time and help needed), the Kansas State Fire Marshal's assisted living drill form and Fire Fact 037 (origin of fire, escape path, residents who resisted), and the Minnesota State Fire Code record list as summarized by the Minnesota Department of Health. How often you drill and what you must record depend on your state rule and local fire authority. Keep logs for your longest retention rule (for example, Kansas asks for at least 5 years). Not legal advice.

Free template · expirymage.com/templates/fire-drill-log-and-schedule/