3.3 Code Red Fire Drill or Incident Report

Fire Drill and/or Incident Report

Completed by Emergency Preparedness Lead

Date: _____ Time:_____ Location:_____

☐ Comprehensive Drill
☐ Silent Drill
☐ Table Talk
☐ Incident

Scenario Description:

☐ Code Red
☐ Code Blue
☐ Code Green
☐ Code Yellow
☐ Code White
☐ Code Black
☐ Code Grey
☐ Code Brown
☐ Code Orange

Assessment of staff discovering / responding to the fire:

	Yes	No	n/a		Yes	No	n/a
Was REACT followed appropriately?	☐	☐	☐	Did someone take on the role of Person in Charge (PIC)?	☐	☐	☐
R: Were people in immediate danger evacuated?	☐	☐	☐	Did the PIC decide to evacuate?	☐	☐	☐
E: Were doors closed and latched to confine the fire?	☐	☐	☐	Was the smoke compartment evacuated?	☐	☐	☐
A: Was the fire alarm manually activated?	☐	☐	☐	If evacuation was required, was x5555 called?	☐	☐	☐
C: Was x5555 called and proper information shared?	☐	☐	☐	If evacuated, were emergency vacant signs used on the doors?	☐	☐	☐
T: Was an attempt made to extinguish the fire?	☐	☐	☐	Was a head count completed by the PIC or designate?	☐	☐	☐
Was the attempt appropriate?	☐	☐	☐	Was a vertical evacuation required?	☐	☐	☐
Did the required Code Responders respond?	☐	☐	☐	Was x5555 called to receive more help?	☐	☐	☐
Comments/observations/recommendations:							

Assessment of Specialized Supervisory Staff Responses:

	Yes	No	n/a
Did Security Dispatch announce overhead?	☐	☐	☐
Was the announcement clear and easy to hear?	☐	☐	☐
Was the fire location identified correctly?	☐	☐	☐
Did staff follow PIC directions?	☐	☐	☐

Comments/observations/recommendations:

Did all fire doors close? If No, identify door number/location:
Work Order#:_____

Name: _____

Signature: _____

Date: _____

PARTICIPANTS

NAME	SIGNATURE