

## MOCK FIRE DRILL COMPETENCY CHECKLIST

STAFF: \_\_\_\_\_ NAME OF EACH PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
OR SITE NAME \_\_\_\_\_

DATE: \_\_\_\_\_ SCORE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

\_\_\_\_\_  
SIGNATURE OF STAFF

COMPETENCY AREAS	STATUS	
	POSS POINTS	SCORE
<b>General Fire Safety</b>		
1. Show location of all smoke detectors.	5	
2. Demonstrate testing of smoke detectors.	5	
3. Name who is called for smoke detector maintenance.	5	
4. Show location of exits.	5	
5. Show location of fire extinguisher(s).	5	
6. Identify type of extinguisher(s) and its use.	5	
7. Show how to check fire extinguisher for maintenance.	5	
8. Name who is called for fire extinguisher maintenance.	5	
9. Mock demonstration of how to use fire extinguisher.	5	
10. Tell under what conditions it is safe to use extinguisher.	5	
11. Demonstrate what to do if someone is caught on fire.	5	
<b>Evacuation - Agency's Plan</b>		
12. Demonstrate how to alert others in building of a fire.	5	
13. Demonstrate how to alert emergency help-number.	5	
14. Walk through role if you were the one to discover the fire.	5	
15. Describe roles of other staff in the building, during evacuation.	5	
16. Describe special assistance that may be needed by specific people.	5	
17. Demonstrate how to get people out:	25	
Checking for people in rooms	[5]	
Testing closed door for fire in room	[5]	
Demonstrating safely opening door that opens in	[5]	
Demonstrating safely opening door that opens out	[5]	
Closing doors/turning out lights as building is checked/evacuated	[5]	
18. Show where people are to meet outside after the evacuation.	5	
19. Describe process to assure that everyone has been evacuated.	5	
20. Describe plan for people after evacuation.	5	
<b>TOTAL POINTS</b>	<b>120</b>	

**FIRE AND SAFETY TRAINING IS CONSIDERED PART OF INDIVIDUAL SPECIFIC TRAINING AND IS THEREFORE REQUIRED FOR EACH PERSON ASSIGNED TO WORK AND THEIR CURRENT LOCATION/ADDRESS/SITE.**

***MUST SCORE 80% (96) TO PASS***