



RESOURCE LIBRARY - TECHNICAL SERVICES
Monthly Report on Fire Drills

CODE: 07.02.022

EDITION: 1

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HOTEL: _____ **DATE:** / /

1. Time alarm sounded: _____
2. Type of alarm: _____
3. Interval between sounding alarm and reaching objective: _____
4. Time taken to prepare fire hose for use: _____
5. Location of assumed fire: F. F. R No _____, Floor No _____
6. Distance traveled by brigade to reach point of assumed fire: _____
7. Number of men in drill _____ persons
8. Fire extinguishing apparatus brought to scene: **-Y / N-**
9. Master keys and general alarm key (if required) at scene: _____
10. Are all participants familiar with the operation of all extinguishing equipment?

11. Do they know location of same? _____
12. Do they understand the operation of valves, their function and where located?
13. Report any defects found during drill or special features and suggestions:

14. Indicate completion of inspection of fire stairs and life safety systems at conclusion of drill: _____
15. Report items requiring correction as a result of inspection:

Fire Drill Held under Supervision of

General Manager

Chief Engineer