

Table Top Fire Drill Report Form

Table talk fire drills provide opportunities to assess adequacy of the emergency preparedness of persons on all shifts and in individual tenancies, as well as departments or area-specific responses. They may help identify local risks or hazards and the need to update procedures and practices. No fire alarm systems are to activated during a table talk drill. The fire drill outcomes are documented and where concerns are identified, corrective measures are implemented. In some instances, after the table talk discussion a silent drill or comprehensive drill could be initiated to reinforce appropriate responses by staff and occupants.

This form should be completed by the Emergency Management and Risk Specialist, a Department Head, Manager, Director, Coordinator or a delegate.

An attendance form should also be completed to capture the names of the staff that participated in the table talk drill.

Provide the following questions in **bold** lettering to the staff. Circle Yes or No based on the staff response. Indicate **NO** if staff miss any of the steps related to each question. If a step is missed provide staff with the correct guidance and information.

Date of Drill:	
Time of Drill:	
Location/Facilities:	

What should you do if you hear fire alarm bells but no overhead announcement yet?		
Were the following steps taken:		
• Search your immediate area to determine if the fire is in your location	Yes	No
• Begin closing doors in your location	Yes	No
• Begin clearing any obstructions in the hallways	Yes	No

What should you do if notice a fire or signs of smoke?		
Were the following steps taken:		
• Remove people from immediate danger	Yes	No
• Ensure all windows and doors are closed	Yes	No
• Activate the nearest pull station	Yes	No
• Call 55555 to report the fire and provide exact location	Yes	No
• Try to extinguish the fire if safe to do so	Yes	No

What steps should you taken when using an extinguisher?		
Were the following steps taken:		
• Pull the pin located at the top of the extinguisher	Yes	No
• Aim the black nozzle at the base of the fire	Yes	No
• Squeeze the lever	Yes	No
• Sweep side to side with the black nozzle	Yes	No

If a fire is discovered in a patient room which rooms should be evacuated?		
Were the following steps taken:		
• Evacuate the room of fire origin first	Yes	No
• Evacuate the room directly across the hall from the room of fire origin	Yes	No
• Evacuate the rooms on either side of the room of fire origin	Yes	No
• Evacuate the remainder of the rooms in the fire zone	Yes	No

Do you know where your closest pull station is located?		
• Stairwells	Yes	No
• Doors with magnetic locks	Yes	No
• Exits of the building	Yes	No

Please point out your closest extinguisher		
Were staff able to located the nearest fire extinguisher?	Yes	No

Additional Comments, Concerns or Feedback:

Drill/Form Complete By:	
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(Print Your Name)

Signature:	
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Date Form was Completed:	
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