

Fire Drill Checklist

Plan and review fire drill steps, exits, assembly points, and follow-up issues.

Checklist

<input type="checkbox"/> Alarm tested	<input type="checkbox"/> Exits clear
<input type="checkbox"/> Assembly point ready	<input type="checkbox"/> Roll call complete
<input type="checkbox"/> Issues noted	

Follow-up actions

Action	Owner	Due date	Done

Notes

Notes

For planning only. Follow local safety rules and emergency instructions.