



Fire Drill Requirements

Requirements for all buildings

All buildings must conduct at least one fire drill per year to meet fire safety regulations and support staff and resident preparedness. This checklist helps Fire Safety Directors plan, run, and review fire drills—ensuring safety, compliance, and improvement, especially for buildings with residents needing extra support.

PLANNING

- ✓ Schedule drills based on staff and occupant training needs.
- ✓ Avoid conducting unplanned drills.
- ✓ Consider occupants with Personal Emergency Evacuation Plans (PEEPs).
- ✓ Provide a pre-drill info session explaining purpose and procedures.
- ✓ High-rise buildings (6+ floors): Follow specific procedures and frequency.

NOTIFICATIONS

- ✓ Notify occupants at least 1 week in advance.
- ✓ Check with local fire department for notification requirements.
- ✓ Notify fire alarm monitoring company before the drill.

CONDUCTING THE DRILL

- ✓ Activate alarm using a pull station.
- ✓ Let alarm sound until evacuation is complete.
- ✓ Reset pull station and fire alarm panel after evacuation.

OBSERVATIONS DURING DRILL

Assign a staff member to observe:

- ✓ Are people in hallways/stairwells?

- ✓ Are people confused or unsure what to do?
- ✓ Is the fire alarm audible in all areas?
- ✓ Are all fire doors closed and latched?

COMMON MEETING AREA

- ✓ Fire Safety Director wears high visibility vest.
- ✓ Record residents as they arrive at the meeting area.
- ✓ Silence and reset fire alarm once all occupants are accounted for.
- ✓ Notify monitoring company that the drill is complete.

POST DRILL REVIEW

Ask residents:

- ✓ Could everyone hear the fire alarm?
- ✓ Did you close (but not lock) your suite door?
- ✓ Did you turn off your stove?
- ✓ Was anyone unable to use the stairs?

Complete the Fire Drill Log.

PERSONAL EMERGENCY EVACUATION PLAN (PEEP) EVALUATION

- ✓ Review each Personal Emergency Evacuation Plan (PEEP).
- ✓ Ensure plans are appropriate and effective.
- ✓ Modify, approve, and implement updates as needed.

Additional recommended requirements for high buildings (18 m or higher)

High-rise buildings pose unique challenges like longer evacuation times and smoke risks. Those without sprinklers face greater hazards. In addition to conducting at least one fire drill per year, it is recommended high buildings schedule **bi-monthly tabletop exercises to simulate emergencies and train staff**.

TABLETOP EXERCISE CHECKLIST

- ☐ Schedule bi-monthly sessions.
- ☐ Invite all staff.
- ☐ Prepare a short emergency scenario.
- ☐ Use a problem statement or simulated messages to start discussion.

- ☐ Focus on staff roles, emergency plans, and coordination with external agencies

POLICY & PROCEDURE REVIEW

- ☐ Incident reporting procedures.
- ☐ Training needs for supervisory and new staff.
- ☐ Orientation for new occupants.
- ☐ Review Personal Emergency Evacuation Plans (PEEPs) with residents.

SUPERVISOR TRAINING REQUIREMENTS

- ☐ Use of voice communication systems
- ☐ Elevator procedures during emergencies
- ☐ Smoke control and life safety systems
- ☐ Facilitating fire department access

Source: National Fire Code 2020. This information is based on the most current information available at the time of publication. **Questions?** Please contact your local fire safety authority.