



Fire Drill Checklist

Ideas Graphic and Design Inc. / 26 Feb 2026 / James Smitherfield

Complete

Score	33 / 38 (86.84%)	Flagged items	5	Actions	4
Site	Ideas Graphic and Design Inc.				
Date and Time of Drill	26 Feb 2026 09:52 PST				
Weather	Warm				
Safety Coordinator	James Smitherfield				
Address/Location	Annan Water, Moffat DG10 9LT, UK (55.3826847, -3.463535)				

Flagged items & Actions

5 flagged, 4 actions

Flagged items

5 flagged, 4 actions

INSPECTION / EVACUATION ASSESSMENT

Evacuation routes posted

No

No evacuation routes posted.

To do | Assignee: SafetyCulture Staff | Priority: Medium | Due: 5 Mar 2026 14:05 PST | Created by: SafetyCulture Staff

Evacuation plan

Create a more detailed evacuation plan.

INSPECTION / EVACUATION ASSESSMENT

Exit signs are properly illuminated

No

Busted emergency light at Bay 3.



Photo 1

To do | Priority: Low | Due: 27 Feb 2026 13:00 PST | Created by: SafetyCulture Staff

Replace the busted light bulb

Replace the busted light bulb

INSPECTION / EVACUATION ASSESSMENT

Egress routes free of obstructions

No

There's a cabinet obstructed near the fire exit door 4



Photo 2

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 26 Feb 2026 17:30 PST | Created by: SafetyCulture Staff

Remove fire exit obstruction

Remove fire exit obstruction

INSPECTION / FIRE ALARM SYSTEMS

Fire alarms are working properly and clearly heard in all areas

No

Can't hear fire alarm at level 2 storage area

Alarm monitoring company received alert

No

To do | Assignee: SafetyCulture Staff | Priority: High | Due: 27 Feb 2026 11:00 PST | Created by: SafetyCulture Staff

Contact the monitoring company

Contact the monitoring company for an explanation.

Other actions

0 actions

INSPECTION	5 flagged, 4 actions, 18 / 23 (78.26%)
COMMUNICATION	4 / 4 (100%)
Method of Drill Activation	Alarm Activation
Drill preannounced	Yes
Fire department present for drill	Yes
Alarm monitoring company notified	Yes
Security notified	Yes
EVACUATION ASSESSMENT	3 flagged, 3 actions, 4 / 7 (57.14%)
Evacuation routes posted	No
No evacuation routes posted.	
To do Assignee: SafetyCulture Staff Priority: Medium Due: 5 Mar 2026 14:05 PST Created by: SafetyCulture Staff	
Evacuation plan	
Create a more detailed evacuation plan.	
Evacuation signs are in good condition	Yes
Exits are clearly marked	Yes
Exit signs are properly illuminated	No
Busted emergency light at Bay 3.	
	
Photo 1	
To do Priority: Low Due: 27 Feb 2026 13:00 PST Created by: SafetyCulture Staff	
Replace the busted light bulb	
Replace the busted light bulb	
Exit doors operating properly	Yes
Egress routes free of obstructions	No
There's a cabinet obstructed near the fire exit door 4	



Photo 2

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 26 Feb 2026 17:30 PST | Created by: SafetyCulture Staff

Remove fire exit obstruction

Remove fire exit obstruction

Egress routes properly lighted

Yes

FIRE ALARM SYSTEMS

2 flagged, 1 action, 2 / 4 (50%)

Fire alarms are working properly and clearly heard in all areas

No

Can't hear fire alarm at level 2 storage area

Alarm monitoring company received alert

No

To do | Assignee: SafetyCulture Staff | Priority: High | Due: 27 Feb 2026 11:00 PST | Created by: SafetyCulture Staff

Contact the monitoring company

Contact the monitoring company for an explanation.

Electra-magnetic locks operated appropriately

Yes

Public address system clearly heard in all areas

Yes

UTILITIES

5 / 5 (100%)

Electrical appliances were turned off

Yes

Lights were turned off

Yes

HVAC units were shut down

Yes

Smoke detectors are in good condition

Yes



Photo 3

Sprinklers are in good condition

Yes

EVACUATION

3 / 3 (100%)

Restrooms were checked for occupants

Yes

Evacuation was orderly

Yes

All participants cooperate with the drill and followed fire wardens' instructions.



Photo 4

Elevators were used during evacuation

No

PARTICIPANT INSPECTION

	Occupant/Participant	Evacuation status	Assembly point	Time cleared
1	Emma Wilson (HR Manager)	Evacuated	Assembly Point A – Main Parking Lot	26 Feb 2026 14:00 PST
2	Carlos Mendoza (Maintenance)	Evacuated	Assembly Point B – Rear Gate	26 Feb 2026 14:30 PST
3	Lily Chen (Storage Area Staff - Level 2)	Evacuated	Assembly Point B – Rear Gate	26 Feb 2026 14:00 PST
4	Ahmed Rahman (Fire Warden)	Evacuated	Assembly Point A – Main Parking Lot	26 Feb 2026 14:30 PST

VISITOR INSPECTION

	Visitor name/company	Escorted by	Accounted for
1	Olivia Turner – Safety Equipment Co.	Ahmed Rahman	Evacuated
2	Mark Daniels – Electrical Services Inc.	Carlos Mendoza	Evacuated
3	Christopher Sacks	Carlos Mendoza	Evacuated

SPECIAL NEEDS ASSISTANCE

	Person requiring assistance	Assistance type	Assisted by	Assistance outcome
1	John Carter	Evac chair	Michael Brown	Delayed
2	Sarah Nguyen	Refuge area	Lily Chen	Completed

CONTAINMENT AND PLAN ASSESSMENT	14 / 14 (100%)
FIRE CONTAINMENT	5 / 5 (100%)
Doors and windows closed	Yes
Rooms checked prior to closing doors	Yes
Doors left unlocked	Yes
Fire extinguisher taken to location of fire	Yes
Door hold-open devices operated appropriately	Yes
PLAN ASSESSMENT	7 / 7 (100%)
Evacuation performed according to plan	Yes
Occupants met at designated meeting places according to the plan	Yes
Designated meeting place(s) located at safe distance from building	Yes
Fire drill/incident response team(s) responded according to plan	Yes
Fire drill/incident response team(s) carried out assigned duties	Yes
Fire department "mock" notified according to plan	Yes
Elevators recalled to correct floor	Yes
COMPLETION	2 / 2 (100%)
Overall response of occupants	Satisfactory
Noise level of evacuation	Satisfactory
Total number of occupants evacuated	80

Recommendations

- Evacuation routes should be posted to avoid confusion with employees
- All emergency lights should be checked and maintained. Change busted emergency light (bay 3) as soon as possible
- All exit routes should be unobstructed. Remove the cabinet near fire exit door 4
- Soundcheck the alarm systems. It cannot be heard at level 2 storage area.

Overall, all participants did their best to cooperate with the drill. No injuries or accident recorded.

Name and signature of safety coordinator



James Smitherfield
27 Feb 2026 16:29 PST

Media summary



Photo 1



Photo 2



Photo 3



Photo 4