

**FIRE DRILL/Post-Drill Review**

After the drill, the leader should evaluate the effectiveness of the fire drill and the plan by answering the below questions. Reviewing how the location’s plan held up during the drill will help identify possible improvements and ensure everyone knows how to respond safely in the event of an actual fire. Those present for the Fire Drill or actual event should print and sign their name on the second page. Those not present for the Fire Drill or actual event should review the answers below, print and sign their name on the third page. The leader should sign the review and keep it on file in the branch. A copy of the completed drill or review and signature pages should be emailed to compliance@nsm-seating.com.

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| Branch Name/Number: |  |
| Date of Fire Drill: |  |
| Drill leader: |  |
| Alternate drill leader: |  |
| Location of meeting place: |  |
| Approximately how long did it take to completely evacuate your branch? |  |
| Did everyone understand their role and perform it as expected? |  |
| Where applicable following local guidelines, was everyone able to maintain six feet of distance and/or use face coverings during evacuation and while gathering at the meeting place?  |  |
| What went well with the plan? |  |
| What improvements could be made? |  |

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Drill Leader Name and Signature Date

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| Who participated in the Fire Drill or event? | Branch Number: |
| Print Name Below: | Sign Below: |
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| Who was **not** present for the Fire Drill or event but has reviewed the report? | Branch Number: |
| Print Name Below: | Sign Below: |
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