OpsAuditHub opsauditihub.com	DOC ID: **SAF-0180**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **NFPA 101 Life Safety Code & OSHA 29 CFR 1910.38**	AUDIT FREQUENCY: **Semi-Annual Audit**

Commercial Building Fire Drill Inspection Sop Template

Operational Scope: Establishes a standardized procedure for planning, executing, and auditing commercial building fire drills to ensure rapid, orderly occupant evacuation. Mitigates life-safety risks and ensures full compliance with statutory emergency preparedness mandates.

MANDATORY PPE:	High-Visibility Safety Vest (ANSI/ISEA 107), Safety Glasses (ANSI Z87.1), Durable Work Gloves, Heavy-Duty Footwear, Two-Way Communication Radio
PREREQUISITES:	Coordinate with local emergency services and central monitoring station to prevent false dispatch. | Verify all fire warden and floor marshal rosters are up-to-date and deployed. | Inspect all designated evacuation routes and assembly points for obstruction hazards.

PRE-DRILL SYSTEM & COMMUNICATION VERIFICATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Fire Alarm Control Panel (FACP)**	Panel indicates normal operation status with no active trouble signals prior to initiating drill sequence.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Emergency Public Address System**	Microphone and pre-recorded evacuation messaging broadcast clearly across all facility zones without distortion.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Central Monitoring Notification**	Central station notified of scheduled test time; test signal successfully received and logged.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

EVACUATION ROUTE & EXITING INFRASTRUCTURE

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Exit Stairwell Doors**	All stairwell doors unlatched, swing freely in direction of egress, and self-closing mechanisms engage fully.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
5	**Egress Corridor Clearance**	Corridors and exit paths completely free from temporary storage, boxes, or wheeled carts maintaining full required width.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Emergency Lighting & Exit Signs**	Battery backup units illuminate instantly upon test activation; all exit sign bulbs functional.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
7	**Access Control Integration**	Magnetic door locks release automatically upon fire alarm activation to allow free egress.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

EXECUTION, ASSEMBLY & POST-DRILL EVALUATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Floor Warden Sweep Efficiency**	Floor marshals sweep assigned zones and report clear status within the target evacuation window (< 3 minutes).	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
9	**Assembly Point Accountability**	Occupants gather at designated outdoor assembly areas at a safe distance; headcounts reconciled successfully.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
10	**Post-Drill Debrief & Log**	Corrective action log completed for any identified bottlenecks, equipment failures, or compliance lapses.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified Fire Safety Inspector / Lead Marshal Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Facility Operations Manager / Safety Director Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

COMPLIANCE NOTICE: This document must be archived for a minimum of 36 months in accordance with workplace safety recordkeeping guidelines and OpsAuditHub compliance policies.

DIGITAL INSPECTION UPGRADE: Run this audit on mobile/tablet, attach photos & automate compliance records. **Start Free Mobile Audit →**