Fire Drill Record

Record of a fire evacuation drill: time to evacuate, roll call, problems found and lessons learnt.

Site name *	
Site address	
Date *	_____ / _____ / _____
Time	_____ : _____
Drill co-ordinator *	
Alarm activation point	
Announced or unannounced *	☐ Announced ☐ Unannounced
Number evacuated	
Time to evacuate (minutes:seconds) *	
Roll call completed and all accounted for *	☐ Yes ☐ No
All fire doors closed	☐ Yes ☐ No
Disabled persons / PEEPs followed	☐ Yes ☐ No ☐ N/A
Problems identified	
Actions and lessons learnt	
Additional comments	
Co-ordinator name *	
Co-ordinator signature *	
Date signed *	_____ / _____ / _____

* Required