

Fire drill record

A drill is an experiment. The useful half is the list of things that did not work.

Record the time taken; do not score it against a target. What matters is how this building performed against the last drill and against what the fire risk assessment assumes. Block a route — a building that always walks out of the main entrance has rehearsed the least likely scenario.

PREMISES	DATE	TIME ALARM RAISED
ORGANISED BY	ANNOUNCED OR UNANNOUNCED	DRILL NUMBER

THE SCENARIO

SCENARIO TESTED	WHERE THE ALARM WAS RAISED FROM
ROUTE TREATED AS UNAVAILABLE	WHY THAT ROUTE WAS CHOSEN
DETECTION ISOLATED OR SIMULATED?	FIRE AND RESCUE SERVICE INFORMED?

THE EVACUATION

PEOPLE ON SITE	PEOPLE EVACUATED
VISITORS AND CONTRACTORS ON SITE	PEOPLE WITH A PEEP ON SITE
TIME BUILDING REPORTED CLEAR	TIME ALL-CLEAR GIVEN

HOW IT WENT

Tick what worked. Anything not ticked goes in the findings.

	WORKED	DID NOT	N/A
Alarm audible throughout, including plant and noisy areas	☐	☐	☐
Everybody responded promptly and left	☐	☐	☐
Nearest available exits used	☐	☐	☐
Escape routes clear and usable	☐	☐	☐
Fire doors closed and were not wedged	☐	☐	☐
Final exits opened immediately from the inside	☐	☐	☐
Escape lighting operated where it was needed	☐	☐	☐
Signage was followed and was clear	☐	☐	☐
Wardens swept their areas and reported	☐	☐	☐
Assistance arrangements and PEEPs worked as written	☐	☐	☐
Visitors and contractors were accounted for	☐	☐	☐
Roll call completed and reported to one person	☐	☐	☐
Nobody re-entered before the all-clear	☐	☐	☐
Lifts were not used	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

WHAT WENT WRONG

In your own words. Be specific about place and person-free about blame.

ACTIONS

Each with an owner and a date.

Action — owner — target date

Action — owner — target date

Action — owner — target date

Action — owner — target date

Action — owner — target date

BACK INTO THE ASSESSMENT

A finding that does not reach the risk assessment has been found and left in place. 'Nothing' is an answer, signed.

What changed in the fire risk assessment as a result

What changed in the evacuation strategy or PEEPs

Who made those changes

Date

SIGN-OFF

RECORDED BY

DATE

RESPONSIBLE PERSON

DATE

DATE OF NEXT DRILL

ROUTE TO BLOCK NEXT TIME