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FIRE DRILL CHECKLIST

BUILDING / LOCATION	DATE	DRILL LED BY	ANNOUNCED?

BEFORE

- ❑ Date agreed with manager
- ❑ Alarm company told (if monitored)
- ❑ Fire wardens briefed
- ❑ Visitor log and staff list ready
- ❑ Plan for people who need help
- ❑ Exits and routes clear
- ❑ Stopwatch and this form ready

DURING

- ❑ Alarm heard in all areas
- ❑ Work stopped at once
- ❑ Nearest exit used, no lifts
- ❑ Doors closed behind
- ❑ Wardens swept their areas
- ❑ Nobody went back for things
- ❑ Visitors guided out

AFTER

- ❑ Roll call at assembly point
- ❑ Missing people reported
- ❑ All clear given by leader
- ❑ Alarm reset, company told
- ❑ Debrief with wardens
- ❑ Problems assigned and dated
- ❑ Drill entered in the log

Alarm sounded	Last person out	Roll call done	Evacuation (min)	Target (min)

People expected (staff + visitors)	Accounted for	Not accounted for

WHAT WENT WELL

PROBLEMS FOUND, ACTION, WHO, BY WHEN

Drill leader

Manager