|  |  |  |
| --- | --- | --- |
| **Activities to Observe** | **Completed OK**  **Yes/No** | **Comments** |
| Employees responded promptly to the alarm being raised. |  |  |
| Evacuation took place in a calm and orderly manner. No running, no shouting, no stopping to collect personal belongings etc |  |  |
| All Employees and Visitors could be accounted. |  |  |
| Visitors had signed in and could be accounted for. |  |  |
| Fire Marshals were fully in control of the situation and didn’t let others take over. |  |  |
| People didn’t go back into the building until the all clear was given by the Fire Officer/ Person in charge. |  |  |
| After event discussions with Employees confirmed that exits were clearly marked, operational and that escape routes were clear and easily accessible. |  |  |
| After event discussions with Fire Marshals confirmed that they were clear on their responsibilities, knew what to do and had control. |  |  |
| **AREAS FOR IMPROVEMENT** | | |
|  | | |
|  | | |
|  | | |
| **Time Alarm activated Duration time of evacuation No of Persons** | | |
| **Date of Fire Drill: Drill carried out by:** | | |