

Fire drill record

Lion Risk Management Solutions — general template, version 1.0

Important Notice

This form is intended solely as a record of a fire drill. It is not a fire risk assessment, does not certify compliance, and must not be relied upon to determine whether the emergency plan is adequate. A drill exercises a plan; it cannot confirm that the plan is suitable for the premises, that the evacuation strategy is appropriate to the building, or that arrangements for people needing assistance are sufficient. Where deficiencies are identified or compliance is uncertain, advice should be obtained from a suitably competent person.

Premises:

Date: _____ **Time started:**

Drill organised by:

Announced or unannounced:

Scenario used:

(for example: fire in a specified location, with one escape route treated as unavailable)

How the alarm was raised (call point reference / location):

Was the alarm receiving centre notified in advance? Y/N

Evacuation

Time alarm sounded: _____ **Time last person reached assembly point:**

Total evacuation time: _____ *(the difference between the two times above)*

Number of people evacuated:

(staff _____ visitors _____ contractors _____ residents/pupils _____)

Assembly point(s) used:

Roll call or sweep method used:

Was everyone accounted for? Y/N

If no, what happened:

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People needing assistance

Number of people with a personal emergency evacuation plan (PEEP) present:

Were their PEEPs followed? Y/N

Did the arrangements work as written?

Any refuge points used, and did communication from them work?

Fire wardens / marshals on duty

Name	Area covered	Present? Y/N	Comments

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Observations — record what you saw, not what should have happened

Observation	What you saw
Alarm audibility (any area where it was not clearly heard):	
Escape routes — anything obstructed, locked, or hard to use:	
Fire doors — any wedged open, failing to close, or forced:	
Signage and emergency lighting — anything unclear or not working:	
Behaviour — anyone who delayed, collected belongings, used a lift, or returned inside:	
Visitors and contractors — did they know what to do:	
Assembly point — was it suitable, safe and far enough away:	
Anything else:	

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Actions arising — the part of a drill that changes anything

#	Issue identified	Action required	Owner	Target date	Date completed	Verified by
1						
2						
3						
4						
5						

Debrief

Debrief held with: _____ Date: _____

Summary of discussion:

Does this drill indicate any change is needed to the fire risk assessment or the emergency plan?
Y/N

If yes, what, and who has been told:

Sign-off

Drill organised by: _____ Signature: _____ Date: _____

Reviewed by responsible person: _____ Signature: _____ Date: _____

Date of next drill (planned): _____

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