

## WORKPLACE FIRE DRILL CHECKLIST

- Ensure all employees, visitors and customers are notified of the fire safety procedure
- All visitors must sign a register to ensure they are accounted for
- Establish fire safety wardens to oversee the evacuation process
- Notify all relevant persons of the date of the drill well in advance
- The start and end time of the drill must be clearly laid out
- An emergency response point should be clearly signposted
- All relevant persons should be notified of the emergency response point
- Make sure all entrances and exits are unobstructed
- Check that all fire alarms are working and audible
- Print off a register for all staff
- Establish a safe evacuation route for disabled people
- Call a register after evacuation to account for all staff
- Analyse performance to see what worked well, and what could be improved

## FIRE DRILL

### Details

Name \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Emergency Response Point \_\_\_\_\_

### Drill

Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Total Time \_\_\_\_\_

### Fire Safety Wardens

_____	_____	_____
_____	_____	_____
_____	_____	_____

### Further Details

Are all alarms working? **Yes** **No** Details \_\_\_\_\_

Are all alarms audible? **Yes** **No** Details \_\_\_\_\_

Are any exists obstructed? **Yes** **No** Details \_\_\_\_\_

### Future Improvements

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