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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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Staff Register

Name	Department	Present	Absent

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Visitor Register

Name	Department	Present	Absent