

YOUR COMPANY NAME

FIRE DRILL OBSERVATION CHECK SHEET

Time Alarm activated -

Time returned to building -

| 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 had signed in and could be accounted for. | | |
| Fire Marshals were fully in control of the situation and didn't let others take over. | | |
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| <p>People didn't go back into the building until the all clear was given by the Fire Marshal in charge.</p> | | |
| <p>After event discussions with employees confirmed that exits were clearly marked, operational and that escape routes were clear and easily accessible.</p> | | |
| <p>After event discussions with Fire Marshals confirmed that they were clear on their responsibilities, knew what to do and had control.</p> | | |
| AREAS FOR IMPROVEMENT | | |
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Date of Fire Drill:

Observed By :