Fire drill record

Fill in one of these for every drill and keep it with your fire risk assessment and evacuation plan. Government guidance says you should carry out at least one fire drill a year and record the results; your fire risk assessment may call for more.

1. Drill details

Premises and address	
Date of drill	
Building, area or shift taking part	
Type of drill	Announced / Unannounced / Single area / Night or weekend shift
What this drill is testing	
Alarm raised from (call point location)	
Person in charge of the drill	

2. Times

	Time	**Minutes from alarm**
Alarm sounded		
Building clear		
Roll call complete		
Previous drill: roll call complete		For comparison

3. Roll call

Account for everyone against a list of who was on site at the time, not the rota or last week's list.

	On site	**Accounted for**	**Not accounted for**
Staff			
Visitors			
Contractors			
Total			

Where the list came from	Clocking system / Signing in book / Visitor system / Roll call app / Rota
How anyone not accounted for was traced	

4. Fire marshals

Marshal	Area checked	Area clear?	Time reported

5. What the drill showed

Check	Yes	No	Notes
Alarm heard in every area, including toilets, plant rooms and outbuildings			
All fire exits opened freely and were used			
Escape routes were clear of obstructions			
Fire doors were closed behind people			
Nobody used a lift			
Nobody stopped to collect belongings			
Everyone went to the right assembly point			
Personal emergency evacuation plans (PEEPs) worked as planned			
Visitors and contractors were guided out			
The roll call list was current and complete			

6. Problems found and actions

Problem	Action	Who	By when	Done

7. Sign off

	Name and role	Signature and date
Completed by		
Reviewed by the responsible person		

Next drill due	
Shift or area to include next time	

Roll call sheet

Use this if you do not have a live list from a clocking, signing in or roll call system. Print it from your list of who is on site, not the rota.

Date and time	
Assembly point and marshal	

Name	Staff, visitor or contractor	Accounted for	Checked by	Notes