

Fire Drill Report

Name / Department:		No ^s Involved:	
Date of fire drill:		Time Evacuated:	
Address:			
Weather conditions:			
Fire Coordinator (FC)			
Fire Wardens (FW); <i>Name of fire wardens</i>			
Alarm activated at:		First person out:	Last person out:
Time first FW reports to FC:		Time last FW reports to FC:	
Persons in attendance; <i>Fire drill supervisors</i>	(SOA Safety Ltd)		
	(Client)		
Questions for FC <i>These are typical questions the fire service may ask when they arrive</i>	Have all fire wardens swept their areas, is everyone accounted for?		☐
	Where is the fire (what call point was actuated)?		☐
	Do you have a plan of the building?		☐
	Are there any hazards in the building, especially in the vicinity of the fire?		☐
Building clearance inspection	Where all doors closed?		☐
	Where all windows closed?		☐
	Did all persons evacuate safely?		☐
	Where any PEEPs actioned as appropriate?		☐
	Did all safety mechanisms function properly (e.g. swipe card access)?		☐
	Was the lift used [if prohibited]?		☐
Overall standard of fire drill:	Unsatisfactory	Satisfactory	Good
Very Good			
Signature <i>The fire drill supervisor name and position</i>			
Name:			Signature:
Position:			Date:

Action Plan					
ID	Observation	Action Required	Target Date	Action on	Completed Date
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

For any assistance in rectifying the remedial actions, please contact SOA Safety Ltd on 01229 808320, or email info@soasafety.co.uk.