



## Fire Drill Report

Date and Time of Drill: 25/08/2023 18:00

Shift: ☒ Day ☐ Night

Total Time of Drill: 15 min

Buildings/Departments/Personnel who participated:

Unusual Conditions (weather):

Name of Person Conducting the Drill

Was the alarm sounded for the drill?

☒ Yes☐ No

Number of occupants evacuated: 332

Which areas of the facility were affected?

☒ Campsite☐ Other: .....

Was an evacuation of these areas completed?

☒ Yes☐ No

If an evacuation was not completed, explain why.

| Effectiveness of the Drill                       | Satisfactory | Unsatisfactory | Comments |
|--------------------------------------------------|--------------|----------------|----------|
| 1. Personnel response                            | ✓            |                |          |
| 2. Occupant/visitor response                     | ✓            |                |          |
| 3. Personnel familiar with duties                | ✓            |                |          |
| 4. Effectiveness of procedures                   | ✓            |                |          |
| 5. Speed of Evacuation                           | ✓            |                |          |
| 6. Communication during drill                    | ✓            |                |          |
| 7. Personnel familiarity with protection systems | ✓            |                |          |

Attachments:



List of occupants



Other: .....

Date of Report: 25/08/2023

Completed By:

Signature:

Document Code: HS05  
Issue date: 13/07/2023

Owner/authorised by: Health and Safety/KJ  
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