

Fire Drill Report

Site (address):	Sheeplands Farm, Wargrave, RG10 8DJ		
Date and Time of Drill:	29/01/2021, 18:00	Shift:	<input checked="" type="checkbox"/> Day <input type="checkbox"/> Night
Total Time of Drill:	15 min		
Buildings/Departments/Personnel who participated:			
Fire Drill Details			
Name of Person Conducting the Drill:	[REDACTED]		
Was the alarm sounded for the drill?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Number of occupants evacuated:			
Which areas of the facility were affected?			
<input checked="" type="checkbox"/> Camp Site	<input type="checkbox"/> Packhouse	<input type="checkbox"/> Other	Specify:
Was an evacuation of these areas completed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
If an evacuation was not completed, explain why.			

Effectiveness of the Drill	Satisfactory	Unsatisfactory	Comments
1. Personnel response	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Occupant/visitor response	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Personnel familiar with duties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Effectiveness of procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Speed of Evacuation	<input type="checkbox"/>	<input type="checkbox"/>	
6. Communication during drill	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. Personnel familiarity with protection systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Attachments:		
<input checked="" type="checkbox"/> List of occupants	<input type="checkbox"/> Other	Specify:
Date of Report:	03/02/21	
Completed By:	[REDACTED]	
Signature:	[REDACTED]	