

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 [REDACTED]

 Yes No

Was the alarm sounded for the drill?

Number of occupants evacuated: 332

 Campsite

Which areas of the facility were affected?

 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	<input checked="" type="checkbox"/>		
2. Occupant/visitor response	<input checked="" type="checkbox"/>		
3. Personnel familiar with duties	<input checked="" type="checkbox"/>		
4. Effectiveness of procedures	<input checked="" type="checkbox"/>		
5. Speed of Evacuation	<input checked="" type="checkbox"/>		
6. Communication during drill	<input checked="" type="checkbox"/>		
7. Personnel familiarity with protection systems	<input checked="" type="checkbox"/>		
Attachments:			
<input checked="" type="checkbox"/> List of occupants	<input type="checkbox"/> Other:		

Date of Report: 25/08/2023

Completed By: [REDACTED]

Signature: [REDACTED]