Fire drill record

One sheet per drill. Most buildings drill at least once a year; where people change often (hirers, volunteers, pupils) twice is usual. Record who ran it, how long the building took to clear, and what went wrong, then what was done about it. A second person signs that the record is accurate.

Building

Number of people in the building

Date and time of drill

Call point used to start the drill

Run by (name and role)

Time from alarm to building clear

Announced or unannounced?

Assembly point used

Checks during the drill

☐ Alarm heard in every part of the building ☐ All exits opened freely ☐ Escape routes clear ☐ Building sweep done (toilets, kitchen, stores) ☐ Everyone reached the assembly point ☐ Roll call or head count taken ☐ Anyone needing help was helped

What went wrong, or could go better

What will be done about it, by whom, by when

Recorded by (name, signature, date)

Checked by a second person (name, signature, date)

Why a second signature: whoever runs the drill should not be the only person who signs it off. It is the simplest way to show the record was checked.