



BUILDING EVACUATION REPORT

Call 020 7498 6666
www.londoncityfire.co.uk



CAUTIONS DRY CHEMICAL FIRE EXTINGUISHER



BUILDING EVACUATION REPORT (Planned Fire Drill)

A well-planned and executed fire drill will confirm understanding of the training and provide helpful information for future training.

Throughout the drill the responsible person and nominated observers should pay particular attention to:

- Communication difficulties with regard the roll call and establishing that everyone is accounted for;
- The use of the nearest available escape routes as opposed to common circulation routes;
- Difficulties with the opening of final exit doors;
- Difficulties experienced by people with disabilities;
- The roles of specified people, e.g. Fire Marshals;
- Inappropriate actions, e.g. stopping to collect personal items, attempting to use lifts, etc and;
- Windows and doors not being closed as people leave.

Business Details

Business Name : _____

Business Address : _____

Date of Planned Fire Drill: _____ Time of Fire Drill: _____

Evacuation Details

Fire Alarm Activated: _____

Building Occupancy: _____

Aproximate No. of Evacuees: _____ Time Taken to Evacuate: _____

Were any disabled persons identified and escorted to safe zones?

Yes No _____

Did any Wardens encounter as resistance issues/refusal to leave?

Yes No _____



Emergency Situation: _____

Observations: _____

1: _____

2: _____

3: _____

Short Comings: _____

1: _____

2: _____

3: _____

Other Remarks: _____

1: _____

2: _____

3: _____

Any Staff Comments: _____

1: _____

2: _____

3: _____

Rectification Comments: _____

1: _____

2: _____

3: _____

Overall Assessment Grade: _____

Report Completed by: _____

PLEASE KEEP A COPY FOR YOUR OWN RECORDS WITHIN YOUR EMERGENCY EVACUATION RECORDS.





LONDON CITY FIRE & ELECTRICAL

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ATTENDANCE REGISTER

Names	Signature