

Fire Drill Record

Date of drill	
Time of drill	
Address	
Person Conducting the Drill	
Notification method (eg verbal, fire alarm)	
Staff and Visitors Participating	
Observations	
Recommendations	

Fire Drill Record

Problems encountered to address during the next drill	
Time from start to complete evacuation	
Report Compiled By	
Tabled At the Following Staff Meeting	
Added to the CIP	
Actions Signed Off By Senior Manager	
Date Signed Off	
Date To Review Actions	