

FIRE AND EMERGENCY EVACUATION RECORD		
Date of the Drill	Time of the Drill	Evacuation Time
Organiser	Premises / Areas Involved	Fire Marshall's Name
Was the alarm sounded properly?		Yes/No
Could the alarm be heard throughout the premises?		Yes/No
Did the person chosen at random to sound the alarm know the routine?		Yes/No
Did all staff understand the routine and act effectively?		Yes/No
Is there a need for further staff training or instruction?		Yes/No
Was a random activation point chosen?		Yes/No
Where there any other particular problems in the evacuation?		Yes/No
If Yes please give details:		
Roll call conducted at assembly point?		Yes/No
All accounted for?		Yes/No
If No state circumstances applicable:		
NUMBER OF EMPLOYEES INVOLVED		
Dept/Shift	No. of Employees	
Signature		Date