

Fire Evacuation Plan and Drill Record

Fire emergency plan for a building and a record of each drill: raising the alarm, escape routes, wardens, people who need help, evacuation time and actions.

1. Premises

The building and who is responsible.

Project

Filled in from the project in SiteSurvey.

Customer

Premises *

Address

Date *

Prepared by

Responsible person

Most people in the building at one time

What are you recording? * (choose one)

☐ The evacuation plan ☐ A fire drill ☐ Both

2. The evacuation plan (if applicable)

What everyone does from the moment a fire is found.

GOV.UK says your plan must show how you have: a clear passageway to all escape routes, clearly marked escape routes that are as short and direct as possible, enough exits and routes for all people to escape, emergency doors that open easily, emergency lighting where needed, training for all employees to know and use the escape routes, and a safe meeting point for staff.

What should someone do if they discover a fire?

What should people do when they hear the alarm?

Who calls the fire and rescue service?

Escape routes and exits

Assembly point *

Evacuation strategy (choose one)

- ☐ Everyone leaves at once
- ☐ Phased or staged
- ☐ Stay put (flats)
- ☐ Progressive horizontal (care)

Fire wardens (copy this block for each one)

Name *

Area they sweep

Does anyone need help to leave the building?

- ☐ Yes ☐ No

What are the arrangements? (if applicable)

If applicable: GOV.UK says you should make special arrangements for people with mobility needs, for example making sure there are people to help wheelchair users get downstairs if there is a fire.

If applicable: Write a personal emergency evacuation plan with each person who needs help.

How are visitors and contractors accounted for?

Plant, gas or processes to shut down, and by whom

Who meets the fire and rescue service, and what do they hand over?

Floor plans showing routes, exits and the assembly point (photos: attach, or note the file names)

3. Fire drill (if applicable)

What happened, how long it took and what to fix.

Date of the drill *

Time

Was it announced beforehand? (choose one)

☐ Yes ☐ No ☐ Only to managers

Date of the previous drill

Days since the previous drill (if applicable; worked out automatically in the app)

GOV.UK guidance says you should carry out at least one fire drill per year and record the results, and keep them as part of your fire safety and evacuation plan.

Number of people evacuated

Time to clear the building (minutes)

Was everyone accounted for at the assembly point?

☐ Yes ☐ No

Who was not, and why? (if applicable)

If applicable: In a real evacuation, the names of anyone unaccounted for would need to be passed to the fire and rescue service on arrival. Find out why they were missed.

Problems seen (tick all that apply)

- ☐ Alarm not heard in some areas
- ☐ Exit or route blocked
- ☐ Fire doors wedged open
- ☐ People stopped to collect belongings
- ☐ People used lifts
- ☐ Wardens missing or unsure
- ☐ Slow to start moving
- ☐ Confusion at the assembly point
- ☐ Visitors or contractors not accounted for
- ☐ None
- ☐ Other: _____

Observations

Are there actions to complete?

☐ Yes ☐ No

Actions (copy this block for each one; if applicable)

Action *

Who

By when

Photos (photos: attach, or note the file names)

4. Review and sign-off

Keep the plan and the drill results together.

Next drill due

Plan review date

Name

Signature