

## Fire Evacuation Drill Record

**Company Name:** Structural Repair Solutions Ltd

**Location:** 46 The Arches, Alma Rd, Windsor, SL4 1QZ

**Drill Date:** 28/06/2024

**Prepared By:** Neil Smuts

**Review Date:** 28/08/2024

### 1. Drill Details

- **Date of Drill:** 28/06/2024
- **Time of Drill:** 15:00
- **Drill Conducted By:** Neil Smuts
- **Fire Warden:** Lynette Johnson
- **Assembly Point Coordinator:** Lynette Johnson
- **Weather Conditions:** Overcast, windy but warm, slightly inclement

### 2. Objectives of the Drill

- To ensure all employees, contractors, and visitors are familiar with the evacuation procedures.
- To practice orderly and efficient evacuation.
- To test the effectiveness of the emergency procedures.

### 3. Pre-Drill Preparation

- **Communication:** All employees were informed about the scheduled drill.
- **Equipment Check:** Verified that all fire exits, and fire extinguishers were functional and accessible.
- **Role Assignment:** Fire warden and assembly point coordinator were briefed on their responsibilities.

### 4. Drill Execution



1. **Alarm Activation:**
    - The alarm was raised by the Fire Warden at 15:00.
  2. **Evacuation Procedure:**
    - All employees, contractors, and visitors stopped work immediately and evacuated the building.
    - Personal belongings were left behind.
    - Designated escape routes were used calmly and orderly.
    - Stairs were used; elevators were avoided.
    - Doors were closed behind as evacuees exited.
  3. **Assembly Point:**
    - All personnel proceeded to the designated assembly point at front car park.
    - The Assembly Point Coordinator conducted a headcount to ensure everyone was accounted for.
  4. **Special Assistance:**
    - Individuals requiring assistance were helped to evacuate safely.
    - The buddy system was used for individuals with disabilities.
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## 5. Post-Drill Review

1. **Headcount Verification:**
    - The headcount was verified against the attendance register.
    - All personnel were accounted for with no missing persons reported.
  2. **All-Clear Signal:**
    - Once the headcount was confirmed and it was safe to return, the Fire Warden gave the all-clear signal at 15:28.
  3. **Feedback and Review:**
    - Feedback was gathered from all participants on the drill process.
    - No significant issues were reported, but minor improvements were noted for quicker evacuation times.
  4. **Documentation:**
    - The drill was documented, including the date, time, any issues encountered, and actions taken.
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## 6. Observations and Comments

- **Evacuation Time:** The building was evacuated in [Insert Evacuation Time] minutes.
- **PPE Compliance:** All employees were observed to comply with PPE requirements during the evacuation.



- **Communication:** Communication was effective, and all personnel were aware of the evacuation procedures.
- **Areas for Improvement:** Some minor delays were noted in the workshop area; additional training on evacuation routes may be beneficial.

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## 7. Recommendations

- Conduct additional training sessions to reinforce evacuation routes, especially in the workshop area.
- Ensure regular checks and maintenance of fire safety equipment.
- Schedule the next fire drill for 28/08/2024.

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**Approval: Approved**

**Name:** Neil Smuts

**Position:** Technical Director

**Signature:** \_\_\_\_\_

**Date:** 28/06/2024

**Next Review Date:** 28/08/2024

