FIRE EVACUATION DRILL

"Fire drills should be representative of a real fire event in the premises."

Time of Drill

The initial drill for a premises should be carried out at a time at which the premises is at peak occupancy. Further drills should then be carried out at a variety of other times so as to address all occupied times / occupancy types.

Pre-warning

Fire drills should be unannounced as far as is reasonably practicable. Only the person running the drill and other selected essential persons (i.e, a member of the building maintenance team responsible for sounding of the alarm) should be made aware.

- Those not participating in the drill must be noted on the drill record.
- Pre-warning should not be given to persons on the basis of position / seniority in the organisation.
- Pre-warning should not be given to staff members on the basis of disability.

Notifying Emergency Services or Monitoring Service

Where the Fire Detection and Alarm System is programmed to automatically alert the Fire Service or an external monitoring company, the emergency services and monitoring company must be notified in advance of the scheduled drill.

Fire Location

A drill should be representative of a real fire scenario. As such it is necessary that a fire location be identified prior to beginning the drill.

Each drill should have a new fire location. This location can be identified by the placement of signage at the area of fire / on the fire room door.

Scenarios should be enacted in which certain escape routes are made unavailable due to the fire. The unavailability of these routes may be stated by the placement of signage on the doors, however doors should not be locked as this may hinder escape in the event of an actual fire event.

CARRYING OUT A DRILL

Sounding the alarm

The alarm should be sounded by a competent person using a manual call point or smoke / heat detector.

Monitor the evacuation

Record the following drill information:

- Time of alarm
- Time to discovery of fire location
- Time of evacuation completion
- Did all Fire Wardens complete a sweep of their areas?
- Did Fire Wardens report to the Chief Fire Warden at the assembly point?
- Total duration of evacuation
- Did any persons refuse to evacuate the premises?
- Are any persons in place at a refuge area
- Did all persons remain at the assembly point until the drill was complete?

Debrief participants

Record the following drill information:

- Silence the fire alarm
- Carry out a short debrief for all persons at the assembly point and allow   them return to the building
- Debrief Fire wardens and allow them to return to the building
- Note any issues raised in either debrief
- Reset the fire detection and alarm system
- Remove all signage used during the drill

Implementing learnings

Following completion of the fire evacuation drill, update the emergency plan as necessary to incorporate any changes or improvements identified during the fire drill.

All drill records must be filed in the premises fire safety register.

FIRE DRILL RECORD SHEET

Drill location _____

Time of alarm _____

Method of sounding alarm

<u>Method</u>   <u>Location</u>

☐   Manual Call Point

☐   Smoke / Heat Detector   _____

☐   Fire Alarm Panel / Repeater Panel   _____

☐   Other (please specify)   _____

Location of simulated fire _____

Escape route made unavailable due to simulated fire   Yes ☐   No ☐
(If yes, record details below)

All areas checked by designated Fire Warden   Yes ☐   No ☐

All areas fully evacuated   Yes ☐   No ☐
(If no, record details below)

Time to full evacuation   _____

All persons reported to assembly point(s)   Yes ☐   No ☐

All Fire Wardens report to Chief Fire Warden   Yes ☐   No ☐

Any other details
_____
_____
_____
_____
_____
_____
_____
_____

Drill carried out by: _____   **Date:** _____