

Fire Drill log

Date:		Time of Drill:	
Time of Evacuation:		Target Time:	
Total Children:		Total Staff:	
Any Visitors:			
Drill	Planned / unplanned		
Alarm	Actual alarm / practice alarm		

Points to reflect on:	Yes	No	What action is required/ has been taken
Was the reaction to the alarm satisfactory? (consider children, staff and visitors)			
Were all areas checked? (main room, sleep rooms, garden, toilets, office, staff room, kitchen, staff toilets,)			
Was the targeted time achieved?			
Was the closed fire exit used by all?			
Was the designated area suitable for the evacuation?			
Were all children, staff and visitors accounted for?			
Were the appropriate things taken for the evacuation? (fire bag, nursery phone, visitors sign-in, staff sign-in, all 4 registers)			
Was the fire evacuation bag topped up and ready?			

Other comments:

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Name of Fire Warden:			
Name of person leading drill:			
Signature:		Date:	

Senior management sign: _____ Date: _____

(only required for monitoring purpose)