

Fire drill plan

Office: who, when and what, in 30 minutes

Who takes part

- All staff on each floor and department, including part-time and night staff
- Reception, housekeeping and security staff
- Visitors, contractors and delivery staff who are inside
- Floor marshals, with a deputy for each

When and where

Pick a working hour when most staff are in. Tell the marshals the date. Tell everyone else that a drill is coming this week, not the exact day, so that nobody waits at the door with their bag. Run one for the night shift too.

Date: _____ Alarm time: _____

Floors / departments included: _____

Assembly point: _____

Drill coordinator: _____

A suggested 30-minute timeline

Minutes	What happens	Who
00-05	Coordinator and floor marshals meet. Check that stairs, corridors and exit doors are clear and the assembly point is open. Note the start time.	Coordinator, floor marshals
05	Sound the alarm. Start the clock. Reception stops the visitor register for the drill.	Alarm person, reception
05-15	Staff and visitors leave by the nearest exit, walking, with doors closed behind them. No lifts. Marshals check their floor, meeting rooms and toilets on the way out.	All, floor marshals
15-20	Headcount at the assembly point, floor by floor. Reception checks visitors against the register. Check that anyone who needed help is out.	Counter, reception
20-25	Coordinator gives the all clear. Note when the last person arrived. Staff return.	Coordinator
25-30	Short feedback round. Fill in the after-drill report.	Coordinator, marshals

What we practise today

- ☐ The alarm or announcement is heard in every room, including the back rooms
- ☐ Staff use the stairs, never the lift
- ☐ Change the plan each time: pretend one staircase is blocked and use the second route (never block a real exit)
- ☐ Visitors and contractors know whom to follow
- ☐ Exit doors open from inside without a key
- ☐ People who need help have a named buddy
- ☐ Staff report to the person in charge at the assembly point

Safe-conduct note

- Walk. Do not run or shout. This causes panic.
- Do not use the lift. Use the stairs.
- Do not make real smoke, block a real exit or make a real call to 101 or 112.
- If a real fire or alarm happens during the drill, stop the drill and treat it as real: leave, then call 101 or 112.
- Anyone who cannot take part safely does a talk-through with their helper instead.
- Do not go back inside until the coordinator gives the all clear.

How often? For high-rise buildings (15 m and above), NBC 2016 Part 4 Annex D asks for a drill at least every 3 months for the first two years, then at least every 6 months, with a written record kept for 3 years. For lower buildings, the sources we checked give no number: ask your local fire station.