

After-drill report

Fill this in at the assembly point, while it is fresh. Keep it with your drill records.

Drill details

Date: _____ Alarm sounded at: _____
Last person at assembly point at: _____ Time to clear the building (minutes): _____
People expected: _____ People counted: _____
Coordinator: _____ Area covered: _____

What went well

What to fix

What needs fixing	Who will fix it	By when	Done
			☐
			☐
			☐
			☐
			☐

Quick checks (tick if yes)

- ☐ Alarm heard everywhere
- ☐ Exits and stairs were clear
- ☐ Nobody used the lift
- ☐ Doors were closed behind people

- ☐ Everyone who needed help got out
- ☐ Headcount matched the list
- ☐ Assembly point was easy to reach
- ☐ Fire engine access stayed clear

Signed off

Next drill planned for: _____

Ask your local fire station how often to drill.

Coordinator signature: _____ Date: _____

Signed off by (Secretary / Chairperson): _____ Date: _____

This is a practice kit, not a legal compliance document. Follow your local fire department's advice.

CALL 101 OR 112

101 = fire service | 112 = any emergency
In a real fire: get out first, then call from outside.