CAMBUSLANG RUGBY CLUB - FIRE DRILL CHECKLIST

FIRE DRILL CHECKLIST	
Tick off each point after completion.	**Tick**
1. Before the Drill	
Plan the drill and involve the responsible person.	
Ensure you have a sufficient number of trained fire wardens or marshals located throughout your premises. Remember to take into account staff absence, shiftworking and other factors which could affect the number of trained people available.	
Ensure that any communication required e.g. walkie talkies, are working.	
Consider any equipment or plant that automatically shuts down during an alarm. Will there be someone there to reset them after the drill?	
Decide who you are going to tell about the fire drill. This could include staff, neighbouring properties or other building occupants.	
Arrange for a number of people who are not fire wardens to be observers.	
Hold a briefing for observers – explain what you particularly want them to observe during the drill.	
Consider closing off an escape route/exit to replicate a real emergency where a fire may cause an escape route to be inaccessible, and arrange how you will make this clear to occupants.	
Walk through the internal and external fire escape routes to ensure there are no obvious unsafe conditions e.g. trip hazards, lights not working, etc. You don't want to put people at unnecessary risk.	
Check the assembly point is clearly signed and unobstructed.	
Consider rescheduling the drill if weather conditions are particularly bad.	
Just before the drill, ensure the fire alarm system is put into test mode, and any monitoring company and/or the fire service are warned it is a practice activation.	
2. During the Drill	
Observe and record positive and negative behaviours.	
Ensure that all fire marshals are active, easily identifiable and in the correct position.	
Check that fire marshals practise carrying out their duties which may include closing windows/doors, checking isolated areas, assisting people, etc.	
Check that the alarm can be heard clearly in all locations including meeting rooms, outbuildings, storage rooms, basements and toilets. Visible alarm beacons must also be checked.	
Encourage occupants to use the nearest fire escape to them, even if this means they are using an unfamiliar route.	

Check that people who require it receive the necessary assistance to evacuate safely.	
Complete a roll call and ensure that all staff, visitors, contractors and other building occupants are accounted for.	
Check that the route for a responding fire appliance is clear and that fire hydrants are accessible.	
Do not allow re-entry to the building until the alarm has finished sounding, the roll call has been completed and the person in charge has authorised it.	
3. After the Drill	
Reset the fire alarm back to live as soon as the drill has been completed, and notify the monitoring company and/or fire service.	
Reset any plant or equipment which automatically deactivated when the alarm sounded.	
Record all your findings, including observations by observers, as quickly as possible. Download our report form template to do this.	
Invite feedback from staff and others about what went well and any problems they experienced.	
Review the evacuation of those who required assistance and update Personal Emergency Evacuation Plans (PEEPs) if necessary.	
Review your findings and discuss improvements.	
Rectify any problems identified during the drill. If there are any issues which require immediate improvement, for example, a blocked escape route, or a fire exit that is difficult to open, resolve this without delay.	