A M Water Services Ltd

Evacuation drill — field sheet

Fill this in during the drill · FORM_EVAC_01

Type this into HS_FM_20 straight afterwards. That is the record. This sheet is the capture — it is not filed and not retained, so there is only ever one record of any drill. Anything ticked **No** goes into the issues field on HS_FM_20 and into APP_21 with an owner and a date.

Premises: Unit 1 ☐ Unit 2 ☐ Yard ☐ **Date:** _____ **Drill run by:** _____

Alarm raised: _____ **Last person out:** _____ **Time to clear:** _____ **Alarm tested:** Yes ☐ No ☐

Number on site: _____ **Number at the assembly point:** _____

Count everyone — visitors, delivery drivers and contractors as well as staff. Cross-check office staff against the reception sign-in book.

THE ELEVEN CHECKS

#	Check	Yes	No	Notes
1	Escape routes clear and unobstructed	☐	☐	
2	Final exits opened first time	☐	☐	
3	Fire doors closed properly, none wedged	☐	☐	
4	Alarm audible everywhere occupied, **including the yard**	☐	☐	
5	Emergency lighting operated *(if tested in low light)*	☐	☐	
6	Everyone knew the route without being told	☐	☐	
7	Everyone knew the assembly point	☐	☐	
8	Visitors and contractors accounted for	☐	☐	
9	Roll call completed from a current list	☐	☐	
10	Fire Marshal cover present and in date	☐	☐	
11	Yard occupants heard the alarm and evacuated	☐	☐	

ISSUES FOUND

Issue	Owner	By when

If the drill found a problem with the fire risk assessment itself, that goes to Sean Ashton.

Signed: _____ **Typed into HS_FM_20 on:** _____