|  |  |  |
| --- | --- | --- |
| **Areas to cover to be compliant** | **Report / Outcome** | **Improvement suggestions**  |
| Was the lead fire/evacuation warden easily identified? |  |  |
| Were the assistant wardens identified? |  |  |
| Was the communication before and during the drill clear? |  |  |
| Was the danger area/ hotspot known by all involved? |  |  |
| Was the area of the hot spot (fire/threat) avoided?  |  |  |
| Were there any obstructions in pathways/doorways that created a hazard? |  |  |
| Did the evacuation trigger any behaviors with participants?  |  |  |
| Did the roll call go smoothly? *(Was everyone accounted for)*  |  |  |
| Were there too many people involved to make the running of the drill go smoothly? |  |  |
| Was the evacuation taken seriously? |  |  |
| Were all office doors tagged with hazard tape to show the room was clear?  |  |  |
| Would there have been a need for the use of a fire extinguisher/ fire blanket prior to emergency services arriving? |  |  |
| Do you feel there are areas for improvement for future drills/evacuations? |  |  |
| Who were the fire wardens for this drill/evacuation?  | Main warden –1st Assistant – 2nd Assistant -  |  |
| Points to report to the OH&S committee  |  | OH&S Representative to take to OH&S meeting |

|  |  |
| --- | --- |
| Date of fire drill / evacuation: |  |
| Staff involved with after discussion |  |
| Was the drill / evacuation successful? |  |
|  |
| Signed off by: |  | CEO / Manager |
| Date: |  |
|  |  |  |
| Filed by: |  |