

## Fire Drill Record Form

Name of Setting .....

Date of fire drill	Time the fire drill commenced	Duration of the fire drill	Number of children present	Staff present	Visitors	Staff organisation (staff role within the fire drill)	Details of difficulties encountered or any comments (evaluation)
<i>Friday 6<sup>th</sup> March 2009</i>	<i>12.10pm</i>	<i>3 ½ mins</i>	<i>26</i>	<i>Mrs Smith Mrs Other Mr Example</i>	<i>None on day of Drill</i>	<i>Mrs Smith registers and visitors book.</i>	<i>Doors not shut.</i>