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**Unit Fire Drill/Emergency Review Form**

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| --- | --- |
| 1. **Unit:** |  |
| 1. **Building:** |  |
| 1. **Date of drill:** |  |
| 1. **Time of drill:** |  |
| 1. **Duration:** | # minutes |
| 1. **If more than 5 minutes was there any reason(s) for this delay?** | Comment |
| 1. **Number of Fire Marshals who took part in drill:** | # |
| 1. **Was this sufficient?** | Yes No  Comment |
| 1. **Did all Fire Marshals have hi-vis vests?** | Yes No  Comment |
| 1. **Were all areas of the Unit/Building checked?** | Yes No  Comment |
| 1. **Were there any personnel who did not evacuate the Unit/Building?** | Yes No  Comment |
| 1. **Was the fire alarm audible in all areas?** | Yes No  Comment |
| 1. **Were all internal fire doors functioning?**   **If not specify issue:** | Yes No  Comment |
| 1. **Were all fire exit doors functioning?**   **If not specify issue:** | Yes No  Comment |
| 1. **Were any exit routes or stairwells used to store equipment/materials?** | Yes No  Comment |
| **18. Were there any obstructions on exit routes?** | Yes No  Comment |
| 1. **Were there any difficulties reported by the Unit Fire Marshals?** | Comments: |
| 1. **Remedial actions required:** |  |
| 1. **Any other comments:** |  |

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of Unit

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire Marshal/Safety Coordinator/Other

Notes:

1. Buildings Office action items e.g. questions 12 to 14 should be logged on PEMAC by the Unit’s Buildings Liaison.
2. All other action items should be addressed by the Unit.
3. This completed Unit Fire Drill/Emergency Review form should be held by the Unit as part of their Unit safety management record.