



# K.C.C.

# Fire Drill

17 Kairimu Street Stokes Valley: Appendix 9

Children and staff to assemble is designated assembly point

Drill Date \_\_\_\_\_ Drill Time: Start \_\_\_\_\_ Finish \_\_\_\_\_

Time it took children and staff to get out and stay out of building \_\_\_\_\_

Drill Location Inside \_\_\_\_\_ Outside \_\_\_\_\_

Number of Children \_\_\_\_\_ Number of Adults \_\_\_\_\_

Staff members involved in Drill

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Alarm method used for drill

Fire sighted \_\_\_\_\_

Fire Alarm \_\_\_\_\_

Verbal or mobile phone alarm \_\_\_\_\_

Please rate the overall effectiveness of the drill

Speed of evacuation Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Effectiveness of procedures Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Communication during drill Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Additional Comments

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Items to be taken in an emergency:-

- Site Phone
- Emergency contact log ?
- Medication administration forms
- First aid kit
- Rolls
- Turn off power/gas at mains if applicable.