



How to conduct a Fire Drill

Before

- **Ensure a fire safety committee is in place** - Larger companies should create a fire safety team, or at least nominate one person to be a designated person with fire safety responsibilities.
- **Make sure the team knows all the routines and procedures** - Who is responsible for accounting for people? Who is responsible for conducting a sweep of the building? Who is going to liaise with the fire services? All of these questions should be answered before the drill takes place.
- **Fire safety doors and emergency exits** - These should be clearly marked as well as completely unobstructed.
- **Decide whether the fire drill is to be planned or a surprise** - If the fire drill is unplanned, the workplace staff will believe there is a real fire and will take it seriously. If the drill is planned, however, people will hopefully conduct themselves in a calm and appropriate manner.

During

- **Review escape routes** - The team should be reviewing all factors specific to their workplace, such as the effectiveness of escape routes.
- **Identify any weaknesses in the escape routines** - This may be identifying a quicker route, or changing the location of the assembly area.
- **Take a register** – This should be a list of everyone at your workplace

After

- **Evaluate the fire drill.** After it has finished, identify any fire safety improvements and try to identify areas that need improvement. All findings should be recorded.
- **Carry out a fire risk assessment** to plan how often fire drills should be conducted. An annual or twice a year fire drill is realistic and effective for businesses.
- **Regularly check all fire alarms and fire extinguishers** - Check they are in good working order on a periodic basis.