

Fire Drill Record

Fire Drill Records are located in the Safety shared drive > File Record Turn {x}

Fire Drill Records must be prepared *before* a fire drill takes place. They must be distributed to and reviewed with the fire marshall(s).

Fire Drill Record

Complete this part before the drill

Date & time of drill:	17th July 2025 7:00	Drill led by: <small>Name(s) of uni rep(s) & ANGLO Staff</small>	Emily J
Location of drill: <small>Building name(s)</small>	East Park Block F & Block L	Building Marshall: <small>Name(s) of ANGLO Building Marshall(s)</small>	BLOCK F- Shamsa BLOCK L- Melissa

Immediately after the evacuation the second part must be filled out.

Complete this part immediately after evacuation

GL/Group Name	Head Count	Time Complete <small>Time that the last person exits the building</small>	Notes <small>Anything of note: e.g. students not exiting appropriately</small>	GL Signature
CARLONI BLOCK F	9	7:03		

Although ANGLO is mostly digital, in the case of fire drills it may be more practical to print out these records to be filled in by hand, then scanned and uploaded to the shared drive after the event.

Revision #4

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