



**FIRE DRILL RECORD SHEET**

Fire Drill Date		Fire Manager in Charge	
Fire Drill Time of Day		Assembly Point	
Grab Pack & Visitor Book collected	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	Complete Evacuation confirmed	Y <input type="checkbox"/> N <input type="checkbox"/>
Evacuation Target Time		Evacuation Time	

Attendee Name Printed	Attendee Name Printed

<i>Remarks/ Recommendations</i>

**Completed By** \_\_\_\_\_