

Venue:

Date & Time:

Staff:

Participants:

Evacuation Scenario:
(where the fire starts,
possible causes, etc.)

Follow Evacuation Procures making comments on how efficient staff/participants were:

step	action	comments
1	Support staff are alerted to evidence of a fire (smoke alarm activated, etc.)	<input type="checkbox"/>
2	Ensure participant safety and move them away from immediate danger if it is safe to do so.	<input type="checkbox"/>
3	Investigate fire whereabouts and best course of action to take. Fire Extinguisher/Fire Blanket to be used if it is safe to do so and the fire is small (smouldering bin, frying pan, overheating electrical equipment, etc.). In this situation the fire bridge is still to be called to eliminate any further risk.	<input type="checkbox"/>
4	If fire cannot be managed by support staff evacuation procedure begin.	<input type="checkbox"/>
5	If its safe, close doors to slow down the spread of fire and smoke	<input type="checkbox"/>
6	Collect the evacuation pack, keys and mobile phone	<input type="checkbox"/>

	<p>7 Evacuate the House, starting with the most ambulant participants and those who are able to self-evacuate. Participants requiring most assistance with the most challenging behavioural difficulties are evacuated last.</p> <p>Search rooms whilst evacuating - ensuring house is clear.</p>	<input type="checkbox"/>
	<p>8 Be mindful of participant s needs and if any participant poses a particular heightened fire risk, or risk to re-enter the building.</p>	<input type="checkbox"/>
	<p>9 Meet at evacuation point - the mail box - or the neighbours mailbox. Place residents in a vehicle parked in the street to help ensure their safety and assist to avoid any anxiety.</p> <p>Support staff to ensure everybody is accounted for.</p>	<input type="checkbox"/>
	<p>10 Call 000 (triple zero) from the mobile phone or a neighbour's phone.</p>	<input type="checkbox"/>
	<p>11 Remain at the evacuation meeting point (or in vehicle) until after fire brigade has given the all clear to re-enter.</p>	<input type="checkbox"/>
<p>Did all participants evacuate promptly?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Comments:</p>	
<p>Are there any actions which need to be undertaken as a result of this drill?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Comments:</p>	
<p>Other Comments:</p>		
<p>Time taken to evacuate the premises:</p>		