

RES Systems Ltd, 14 Cremyll Road, Reading, Berkshire, RG1 8NQ

Fire Drill Questionnaire

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|------------------|--|-----------------|----------|----------|----------|
| DATE OF DRILL: | | TIME OF DRILL: | | | |
| QUESTIONS | | RESPONSE | | | |
| 1 | How long did the evacuation take ? | | | | |
| 2 | How many members of staff were there on site ? | | | | |
| 3 | How many Fire wardens were present ? | | | | |
| 4 | How many members of staff did not attend the Roll Call ? | | | | |
| 5 | How many visitors were on site ? | | | | |
| | <i>(See Key Below)</i> | E | G | S | P |
| 6 | How would you describe the Evacuation ? | | | | |
| 7 | How would describe the Fire Warden's effectiveness ? | | | | |
| 8 | How efficient were the procedures carried out in key areas ? | | | | |
| 9 | DESCRIBE THE STAFF REACTION TO THE DRILL | | | | |
| 10 | ANY OTHER COMMENTS/REMEDIAL ACTION | | | | |

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| COMPANY FIRE OFFICERS SIGNATURE | | DATE: | |
|--|--|--------------|--|

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| MANAGING DIRECTORS SIGNATURE | | DATE: | |
|-------------------------------------|--|--------------|--|

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|-------------|----------------------|-----------------|-------------------------|-----------------|
| KEY: | E - EXCELLENT | G - GOOD | S - SATISFACTORY | P - POOR |
|-------------|----------------------|-----------------|-------------------------|-----------------|