

## EMERGENCY EVACUATION DEBRIEF

Type of evacuation:  Planned Drill  False Alarm  Real Event

Date \_\_\_\_\_ Time \_\_\_\_\_

This form is to be completed by Fire Warden and submitted to (Minister or Church Wardens) to address any issues arising from the evacuation drill.

Fire Wardens Present:

<b>Pre Evacuation Checklist (for scheduled drills)</b>	Yes	No
Building Fire Warden attendance at pre-evacuation briefing		
<b>Evacuation Sequence</b>	<b>Time</b>	
Alarm raised		
Fire Wardens Response		
Fire Warden check of all areas		
Fire Wardens report area CLEAR		
Persons with disabilities all accounted for		
Arrive at assembly area all safe		
Fire Wardens check everyone is present		
Evacuation complete		
Exercise terminated		
<b>Debrief</b> – to be completed to address issues arising from the evacuation. Any issues arising from the evacuation must be entered below.		