SIR-GEARS ENGINEERING SDN BHD

Fire drill log

FREE TEMPLATE
sirgears.com

COMPANY _____ PREMISES / BUILDING _____ ASSEMBLY POINT(S) _____ YEAR _____

Fill in one line per drill. **Tip:** time the evacuation from the alarm sounding to the final headcount, and write every problem down, however small. Keep this log with your service records for the Bomba inspection.

#	Date	Time	Type announced / surprise	Scenario e.g. fire in store room	Alarm worked? yes / no	Evacuation time min : sec	Headcount present / expected	Problems found	Actions and who	Drill leader name & sign
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										

REVIEWED BY (SAFETY OFFICER) _____ APPROVED BY (MANAGEMENT) _____ DATE _____