

Pitstone Pavilion Fire Evacuation Observer Checklist

Please complete for every fire evacuation drill. Refer to the guidance at the end of the document for assistance. A copy must be given to both the Hirer, and Pitstone Parish Council.

Date and Time	Announced <input type="checkbox"/>	Unannounced <input type="checkbox"/>	
Hirer			
Observer			
Number of people evacuated		Time taken to evacuate	

COMMENTS

If the answer to any questions is **No**, please add comments below:

1	Was evacuation orderly?	Y <input type="checkbox"/> N <input type="checkbox"/>	
2	Did everyone evacuate the building & remain outside until told to re-enter by a Fire Warden.	Y <input type="checkbox"/> N <input type="checkbox"/>	
3	Did those evacuating report to the assembly points?	Y <input type="checkbox"/> N <input type="checkbox"/>	
4	Which assembly points were used?	Front <input type="checkbox"/> Rear <input type="checkbox"/>	
5	Were escape routes clear and unobstructed?	Y <input type="checkbox"/> N <input type="checkbox"/>	
6	Were exits clear and unobstructed (include objects, vehicles and people)	Y <input type="checkbox"/> N <input type="checkbox"/>	
7	Number of people who required assistance to evacuate	
8	How many Fire Wardens attended?	
9	Did Fire Wardens carry out their role satisfactorily?	Y <input type="checkbox"/> N <input type="checkbox"/>	
10	Were all those involved in managing the evacuation suitably identified?	Y <input type="checkbox"/> N <input type="checkbox"/>	
11	Was a sweep of all rooms completed?	Y <input type="checkbox"/> N <input type="checkbox"/>	
12	Did all fire alarm sounders operate properly	Y <input type="checkbox"/> N <input type="checkbox"/>	
13	Did all Fire Exit Doors open satisfactorily?	Y <input type="checkbox"/> N <input type="checkbox"/>	
14	Did front magnetic doors release?	Y <input type="checkbox"/> N <input type="checkbox"/>	
15	Was outdoor lighting functional and adequate?	Y <input type="checkbox"/> N <input type="checkbox"/>	

GENERAL COMMENTS

LEARNING POINTS:

FOLLOW UP ACTION

ACTION	BY WHO	BY WHEN	COMPLETED
Next Fire Evacuation Drill to be completed			

Observed by:	Signed:	Date:
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Guidance

- 1 This is subjective but simply requires an opinion on how the evacuation was conducted. Orderly would be without panic, no rushing, calm and controlled?
- 2 This requires an observation regarding the discipline of people leaving. For example, once outside, did people remain there or meander back into the building before being instructed to?
- 3 Once out of the building, did people head directly to the assembly points and remain or did they split up and loiter away from assembly points?
- 4 Assembly points are in the car park near the front gate or on the main football pitch 1/3 of the way down on the left hand side.
- 5 Please determine whether any routes were obstructed. This can be by any objects that have been left or have fallen. They could obstruct part or all of the route and it is your opinion as to whether an obstruction has been caused.
- 6 As 5. above to include people who may not have left the exits quickly causing an obstruction.
- 7 Please confirm numbers, any specific issues of concern raised.
- 8 Enter N/A if none.
- 9 This is purely subjective, but important to be able to form an opinion. Did Fire Wardens direct people? Did they appear to know their roles, were they coordinated, did they assist in helping people move in a calm and coordinated way?
- 10 Following on from 9, was it clear who was assisting the evacuation. Were those assisting all wearing Hi-Viz? Two hi-vis Fire Warden vests are kept in the gents cleaning cupboard for your use.
- 11 All rooms, must be checked to ensure they are vacant.
- 12 Add comments regarding sounders.
- 13 Were the final exit doors easily opened, add any comments.
- 14 Was it necessary to press the exit button.
- 15 Please give an opinion on lighting levels if dark. Were assembly points clearly visible, were routes well lit?

General Comments

Please set out any issues, points or concerns not already covered. You can also use this section to highlight good practice and good performance.

Learning Points

Please set out any issues that occurred that were unexpected or caused concern that can help improve future arrangements. These can then be included in the Follow Up Action section.

Follow Up Action

It is important to set out any specific issues that must be addressed as a result of the evacuation performance.