**Fire Evacuation Observer Checklist**

Please complete this for every fire evacuation, planned or unplanned. Refer to the guidance at the end of the document for assistance. A copy to go to Head of Safety Services.

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| **Building Evacuated** | **Details of Simulation (if relevant)** | **Observer Location** | **Time and Date** |
|  |  |  |  |
| **Reason for evacuation****Planned** [ ] **Unplanned** [ ]  | **How was the alarm raised?** | **Were any areas subject to fire alarm isolations?****Y** [ ]  **N** [ ] **If YES was a PtW in place? Y** [ ]  **N** [ ]  |
| **Number of people evacuated** |  | **Time taken to evacuate** |  |  |

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|  |  **COMMENTS** |
| **1** | **Was evacuation orderly?** **Y** [ ]  **N** [ ]  |  |
| **2** | **Did everyone evacuate the building and remain outside?** **Y** [ ]  **N** [ ]  |  |
| **3**  | **Did those evacuating report to the assembly points?** **Y** [ ]  **N** [ ]  |  |
| **4** | **Were escape routes clear and unobstructed? Y** [ ]  **N** [ ]  |  |
| 5 | **Were exits clear and unobstructed (include objects, vehicles and people) Y** [ ]  **N** [ ]  |  |
| **6** | **Did anyone request assistance from a refuge point? Y** [ ]  **N** [ ] **If yes, were there any issues identified?** |
| **7** | **Number of wheelchair users evacuated?** |  | **How many Fire Marshals attended?** |  |  |
| **8** | **Did Fire Marshals carry out their role satisfactorily? Y** [ ]  **N** [ ] **Please give details** |
| **9** | **Were all those involved in managing the evacuation suitably identified? Y** [ ]  **N** [ ]  |  |
| **10** | **Did all fire alarm sounders operate properly? Y** [ ]  **N** [ ]  |  |
| **11** | **Did all Fire Exit Doors open satisfactorily? Y** [ ]  **N** [ ]  |  |
| **12** | **Did all magnetic doors release? Y** [ ]  **N** [ ]  |  |
| **13** | **Did all lifts go to ground on alarm activation? Y** [ ]  **N** [ ]  |  |
| **14** | **Was outdoor lighting functional and adequate? Y** [ ]  **N** [ ]  |  |

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| **GENERAL COMMENTS:** |
| **LEARNING POINTS:** |
| **FOLLOW UP ACTION** |
| **ACTION** | **BY WHO** | **BY WHEN** | **COMPLETED** |
|  |  |  |  |
| **Observed by:** **(print name)** | **Signed:** | **Date:** |

**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 staff leaving. For example, once leaving did people remain outside 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. *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.*
5. *As 4. above to include people who may not have left the exits quickly causing an obstruction.*
6. *Please confirm numbers, any specific issues of concern raised.*
7. *Enter N/A if none. We will be looking at appointing Fire Marshals in the future but for now please include any staff assisting in the evacuation.*
8. *This is purely subjective, but important to be able to form an opinion. Did Fire Marshals 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?*
9. *Following on from 8, was it clear who was assisting the evacuation. Were those assisting all wearing hi-viz?*
10. *– 13 This will require coordination with other staff*

*14. Please give an opinion on lighting levels. 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.