



## Archway Campus Fire Evacuation / Drill Report

 Middlesex University	<b>Bldg No*:</b>	<b>Building Name</b>	

(NB: The departments should keep this record to present to the Fire Brigade if necessary, and it should be updated at every fire drill and be kept for at least 18 months. Please send a photocopy to the Archway Campus Site Manager.)

\* Ely (211); Holborn Union (221); Estates & Facilities (222); Clerkenwell (224); Charterhouse (226); Furnival (227); Staple (228)

<b>Name of Department:</b>				
<b>Address:</b>				
<b>Date of Evacuation / Drill:</b>				
<b>Weather Conditions:</b>				
<b>Time Alarm Activated:</b>				
<b>Time All Persons Accounted For:</b>	(Time from Setting Alarm off to all persons safely clear of the building)			
<b>Name of Fire Evacuation Marshal in Attendance:</b>				
<b>Overall Standard of Evacuation / Drill:</b>	Unsatisfactory	Satisfactory	Good	Very Good
<b>Tick (✓)</b>				
<b>Comments</b>	<b>Action required / responsibility</b>		<b>Action Cleared</b>	

SIGNATURE BLOCK:			
<b>Fire Evacuation Marshal in Attendance:</b>		<b>Date:</b>	
<b>Evacuation / Drill Supervisor in Attendance:</b>		<b>Date:</b>	