SITE survey. APP

SITE SURVEY REPORT

Fire Evacuation Plan and Drill Record

Prepared for	Brookside Logistics Ltd
Date	23 Sep 2026
Site	Brookside Distribution Centre, Doncaster
Prepared by	L. Turner

FORM

Fire Evacuation Plan and Drill Record

1. Premises

Project	Brookside Distribution Centre, Doncaster: fire evacuation plan and drill (completed example)
Customer	Brookside Logistics Ltd
Premises	Brookside Distribution Centre
Address	Plot 9, Ashfield Business Park, Doncaster
Date	23 Sep 2026
Prepared by	L. Turner, health and safety advisor
Responsible person	M. Dunn, site general manager
Most people in the building at one time	85
What are you recording?	Both

2. The evacuation plan

> GOV.UK says your plan must show how you have: a clear passageway to all escape routes, clearly marked escape routes that are as short and direct as possible, enough exits and routes for all people to escape, emergency doors that open easily, emergency lighting where needed, training for all employees to know and use the escape routes, and a safe meeting point for staff.

Checked as part of this plan	Routes clear and unobstructed, Escape routes signed, Final exit doors open easily, Emergency lighting in place, All staff trained on the plan
What should someone do if they discover a fire?	Raise the alarm at the nearest call point, leave by the nearest exit and report to a warden at the assembly point. Only tackle a small fire if trained and it is safe to do so.
What should people do when they hear the alarm?	Stop work, lower the forks, switch off and park forklifts clear of aisles and exits, and leave by the nearest exit. Do not stop for belongings or use the goods lift.
Who calls the fire and rescue service?	Gatehouse security officer, as soon as the alarm sounds
Escape routes and exits	Six final exits from the warehouse, one at the end of each pair of racking aisles, plus the two office stairs to the front doors. All routes marked with running man signs.
Assembly point	Main car park, by the gatehouse

Evacuation strategy	Everyone leaves at once

Fire wardens 1: R. Ahmed

Name	R. Ahmed
Area they sweep	Warehouse aisles 1 to 6 and goods-in
Date of fire warden training	10 Feb 2026

Fire wardens 2: C. Lowe

Name	C. Lowe
Area they sweep	Warehouse aisles 7 to 12 and the charging bay
Date of fire warden training	10 Feb 2026

Fire wardens 3: H. Price

Name	H. Price
Area they sweep	Offices, both floors, and the mess room
Date of fire warden training	18 Nov 2025
Does anyone need help to leave the building?	Yes
What are the arrangements?	One office worker has a personal emergency evacuation plan. Two named helpers use the evacuation chair at the first floor stair.

> GOV.UK says you should make special arrangements for people with mobility needs, for example making sure there are people to help wheelchair users get downstairs if there is a fire.

How are visitors and contractors accounted for?	Signed in at the gatehouse. The signing-in sheet goes to the assembly point with security.
Plant, gas or processes to shut down, and by whom	Shift manager isolates the dock levellers and the charging bay at the main switch if it is safe to do so.
Who meets the fire and rescue service, and what do they hand over?	Shift manager, at the gatehouse, with the roll call result and the site plan.

3. Fire drill

Date of the drill	23 Sep 2026
Time	10:15
Was it announced beforehand?	Only to managers

Date of the previous drill	24 Mar 2026
Days since the previous drill	183

> GOV.UK guidance says you should carry out at least one fire drill per year and record the results, and keep them as part of your fire safety and evacuation plan.

Number of people evacuated	71
Time to clear the building (minutes)	4
Was everyone accounted for at the assembly point?	No
Who was not, and why?	Two agency pickers were not on the signing-in sheet, so the roll call could not be closed until they were found at the assembly point, 6 minutes after the alarm.

> In a real evacuation, the names of anyone unaccounted for would need to be passed to the fire and rescue service on arrival.

Problems seen	People stopped to collect belongings, Visitors or contractors not accounted for
Observations	Warehouse cleared well and forklifts were parked clear of the exits. Wardens reported their areas clear. The PEEP helpers took the evacuation chair to the first floor stair within 2 minutes. Several office staff went back for coats and phones.
Are there actions to complete?	Yes

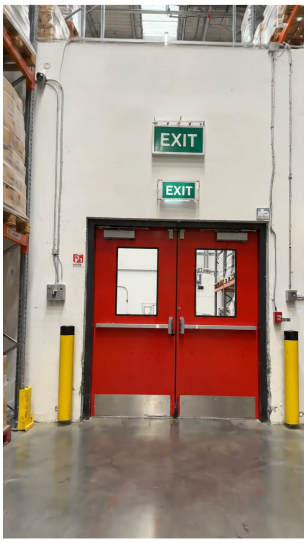
Actions 1: Agency staff to sign in at the gatehouse, not only with the shift manager

Action	Agency staff to sign in at the gatehouse, not only with the shift manager
Who	M. Dunn
By when	30 Sep 2026
Date completed	29 Sep 2026

Actions 2: Remind office staff not to collect belongings, at the next team brief

Action	Remind office staff not to collect belongings, at the next team brief
Who	H. Price
By when	7 Oct 2026

Photos



4. Review and sign-off

Next drill due	23 Mar 2027
Days until the next drill	182
Plan review date	23 Sep 2027
Signed by	L. Turner
Signature	L. Turner