

Fire Safety Virtual Fire Drill

Hotel	
Manager	
Name of Participant	
Date	

This is a virtual fire drill

You are required to take part in this virtual drill because it has not been possible for you to attend a regular fire drill.

The alarm will not be sounding but you will evacuate the hotel as if it is.

During the virtual drill **DO NOT ACTIVATE THE ALARM UNLESS THERE IS A GENUINE EMERGENCY**

The object of this drill is to practice evacuation. You will not be required to carry out fire warden duties.

Step One	
Go to	(manager/supervisor to insert location within the hotel)

Step Two	
From where you are, write down the location of the nearest call point <i>(Example: Call point is next to room 101)</i>	
From where you are, locate the nearest smoke detector/sounder	

Step Three

Write down the time to the nearest minute (e.g. 11.33pm)

From your location go to the nearest stairs and proceed to exit the building

When you have reached the final exit note down the time, to the nearest minute, and describe where you are (*e.g. outside the main entrance doors or outside at the back of the hotel*)

Time	
Location	

How long has it taken you to evacuate the hotel

..... minutes

Where is the fire assembly point

.....

When you have completed this virtual fire drill give the completed form to your Manager