



FREE EMPLOYER TOOLKIT | SOUTH AFRICA

**FREE
DOWNLOAD**

FIRE DRILL EMPLOYER PACK

FIRE DRILL PLANNING, OBSERVATION & CORRECTIVE ACTION PACK

WORKPLACE EVACUATION CHECKLIST + FREE PDF

A complete employer pack to plan workplace fire drills, observe evacuation performance, account for people, record failures, assign corrective actions and identify training gaps.

PLAN THE DRILL

Set objectives, roles and observer positions.

TEST THE SYSTEM

Alarm, evacuation, routes, wardens and accountability.

CLOSE THE GAPS

Corrective actions, training needs and verification.

1

PLAN

2

ACTIVATE

3

EVACUATE

4

ACCOUNT

5

OBSERVE

6

CORRECT

7

VERIFY

THE PURPOSE IS NOT TO CREATE PAPERWORK - IT IS TO TEST WHETHER THE EMERGENCY SYSTEM WORKS

Use this pack before, during and after a workplace fire drill. Assign observers, record what actually happens, identify weaknesses, give each corrective action an owner and due date, then verify that the fix works.

1

PLAN

Set the objective, scenario, roles, observers and safe boundaries.

2

ACTIVATE

Start the drill using the workplace alarm and communication arrangements.

3

EVACUATE

Observe behaviour, route use, emergency roles and movement to safety.

4

ACCOUNT

Check employees, visitors, contractors and anyone needing assistance.

5

OBSERVE

Record failures, delays, confusion, unsafe behaviour and system weaknesses.

6

CORRECT

Assign corrective actions, owners, due dates and evidence required.

7

VERIFY

Management confirms the action was completed and the control actually works.

IMPORTANT USE NOTE

This pack is a practical employer management tool. Completing it does not automatically prove legal compliance, fire-fighting competence or building compliance. Apply your workplace-specific emergency procedure, risk assessment, municipal/building requirements and competent-person advice where relevant.

1. Fire Drill Profile & Objectives

DEFINE WHAT THE DRILL IS INTENDED TO TEST

EMPLOYER / ORGANISATION

SITE / BUILDING

DATE

PLANNED START TIME

DRILL COORDINATOR

DRILL OBJECTIVE - TICK ALL THAT APPLY

- | | |
|--|--|
| ☐ Test overall evacuation procedure | ☐ Test alarm audibility / recognition |
| ☐ Test Fire Warden role performance | ☐ Test assembly-point accountability |
| ☐ Test a new or changed escape route | ☐ Test a specific department / floor / zone |
| ☐ Test night-shift / weekend response | ☐ Test visitor / contractor arrangements |
| ☐ Test assistance arrangements for vulnerable occupants | ☐ Test communication and escalation chain |

SCENARIO AND SAFE BOUNDARIES

SCENARIO / TRIGGER

ACTIVITIES / AREAS EXCLUDED FOR SAFETY

SUCCESS CRITERIA

Define what 'good' looks like before the drill begins. Include behaviour, role performance, route use, accountability and communication - not only evacuation time.

2. Pre-Drill Readiness Checklist

CHECK THE SYSTEM BEFORE YOU ACTIVATE THE ALARM

- ☐ Emergency procedure reflects the current workplace layout.
- ☐ Escape routes and designated exits are clear and usable.
- ☐ Assembly point is available and suitable for the drill.
- ☐ Fire Warden / emergency-role list is current.
- ☐ Shift and absence cover have been considered.
- ☐ Observers are appointed and know where to position themselves.
- ☐ Visitors, contractors and delivery personnel are considered.
- ☐ People who may need evacuation assistance are considered.
- ☐ Emergency contact details are current.
- ☐ High-risk work or processes have been considered before starting.
- ☐ The drill will not create avoidable danger or disrupt critical controls.
- ☐ Management / security / relevant responsible persons know the drill arrangements.
- ☐ Attendance or occupancy information is available for accountability.
- ☐ The drill objective and success criteria are documented.
- ☐ A post-drill debrief time and responsible person have been arranged.

PRE-DRILL DECISION

Proceed only when the drill can be conducted safely and the workplace is ready to test the intended objective.

[] GO

[] HOLD - CORRECT FIRST

[] STOP - UNSAFE TO PROCEED



3. Fire Warden & Emergency-Role Coverage

TEST REAL COVERAGE ACROSS AREAS AND SHIFTS - NOT JUST NAMES ON A LIST

Area / Zone	Primary Role Holder	Backup	Shift / Hours	Assigned Duty	Training Evidence	Gap?

COVERAGE QUESTION

If the alarm sounded at the least convenient operating time, are the people needed to perform the emergency roles actually present?



4. Observer Allocation Sheet

PLACE OBSERVERS WHERE THEY CAN SEE SYSTEM PERFORMANCE

Observer	Position / Area	What to Watch	Start Point	End Point / Handover	Notes

OBSERVER RULE

Observe and record. Do not create unsafe conditions or interfere unless immediate safety requires intervention.

5. Alarm & Communication Check

CAN PEOPLE RECOGNISE THE ALARM AND UNDERSTAND WHAT TO DO?

Alarm clearly heard in offices

GOOD

WATCH

ACTION

Alarm clearly heard in production / workshop areas

GOOD

WATCH

ACTION

Alarm clearly heard in toilets / enclosed areas

GOOD

WATCH

ACTION

Employees recognised the alarm meaning

GOOD

WATCH

ACTION

Visitors / contractors received clear direction

GOOD

WATCH

ACTION

Fire Wardens / coordinators communicated effectively

GOOD

WATCH

ACTION

Missing-person escalation route was understood

GOOD

WATCH

ACTION

Emergency contact chain functioned

GOOD

WATCH

ACTION

COMMUNICATION FAILURES / BLIND SPOTS

WHAT WAS NOT HEARD, UNDERSTOOD OR COMMUNICATED?

6. Evacuation Observation Checklist

RECORD WHAT PEOPLE ACTUALLY DO WHEN THE ALARM SOUNDS

Observation	Yes	No	N/A	Notes / Evidence
Alarm recognised promptly				
Work stopped without unsafe delay				
People used designated routes				
No dangerous running / pushing observed				
No unnecessary collection of belongings				
Visitors / contractors were assisted				
People needing assistance were supported				
Fire Wardens understood assigned areas				
Assembly point was reached correctly				
Unsafe re-entry was prevented				
Communication remained clear				
Problems were captured for corrective action				



7. Escape Route & Exit Review

A DRILL SHOULD EXPOSE ROUTE AND EGRESS WEAKNESSES

- ☐ Passages and travel routes were unobstructed.
- ☐ Exit doors were accessible and could be opened quickly.
- ☐ Stairways remained clear.
- ☐ Employees used the intended escape routes.
- ☐ Alternative routes were understood where applicable.
- ☐ Congestion did not create a dangerous bottleneck.
- ☐ Emergency signs were visible and understandable.
- ☐ Lighting was adequate for evacuation.
- ☐ Fire doors / escape doors operated as expected.
- ☐ Final exits discharged to a safe area.
- ☐ Assembly route did not conflict with vehicles or other hazards.

PHYSICAL DEFECTS / MAINTENANCE ISSUES

Location	Defect / Issue	Immediate Control	Owner	Due Date



8. Assembly-Point Accountability

WHO SHOULD BE HERE? WHO IS HERE? WHO IS UNCONFIRMED?

ASSEMBLY POINT

ACCOUNTABILITY LEAD

Department / Group	Expected	Accounted For	Unconfirmed	Checked By	Notes

MISSING PERSON INFORMATION

Escalate immediately according to the workplace emergency procedure. Do not improvise unsafe re-entry.



9. Visitors, Contractors & Assistance Needs

TEST THE PEOPLE MOST LIKELY TO BE UNFAMILIAR WITH THE SITE

Person / Group	Location Before Alarm	Host / Responsible Person	Assistance Needed?	Accounted For?	Notes

PLANNING PRINCIPLE

Emergency arrangements should work for people who do not know the premises as well as permanent employees. Consider visitors, contractors, temporary workers and anyone requiring additional evacuation assistance.

10. Timing & Performance Dashboard

MEASURE TIME - BUT NEVER USE TIME AS THE ONLY SUCCESS METRIC

ALARM ACTIVATED

____ : ____

FIRST MOVEMENT

____ : ____

LAST PERSON OUT

____ : ____

ACCOUNTABILITY COMPLETE

____ : ____

PERFORMANCE RATING

Alarm recognition

GOOD

WATCH

ACTION

Evacuation behaviour

GOOD

WATCH

ACTION

Escape routes / exits

GOOD

WATCH

ACTION

Fire Warden performance

GOOD

WATCH

ACTION

Assembly-point control

GOOD

WATCH

ACTION

Accountability

GOOD

WATCH

ACTION

Visitor / contractor management

GOOD

WATCH

ACTION

Communication and escalation

GOOD

WATCH

ACTION

DO NOT CHASE A FAST TIME AT THE EXPENSE OF SAFETY

A quick evacuation can still be poor if people run, use the wrong route, leave visitors behind, cannot be accounted for or ignore emergency roles.



11. Fire Warden Performance Review

USE THE DRILL TO TEST THE ROLE - NOT JUST THE APPOINTMENT LETTER

Performance Point	Yes	No	N/A	Evidence / Coaching Need
Recognised alarm and responded promptly				
Knew assigned area / zone				
Gave clear evacuation direction				
Supported safe route use				
Considered visitors / contractors				
Reached correct assembly process				
Understood accountability role				
Communicated with coordinator				
Prevented unsafe re-entry				
Stayed within role limits				
Could explain when basic fire response would be unsafe				



12. Fire Drill Report Template

CONVERT OBSERVATIONS INTO A MANAGEMENT RECORD

DRILL OBJECTIVE

WHAT HAPPENED - SUMMARY

WHAT WORKED WELL

WHAT FAILED / NEEDS IMPROVEMENT

IMMEDIATE ACTIONS TAKEN

DRILL COORDINATOR SIGN-OFF

DATE

NEXT REVIEW / DRILL



13. Corrective Action Register

A FINDING IS NOT CLOSED UNTIL THE FIX IS VERIFIED

Finding / Failure	Priority	Corrective Action	Owner	Due Date	Evidence	Verified By

CLOSE-OUT STANDARD

Do not close an item because someone says it was fixed. Record evidence, confirm the control works and identify who verified it.

14. Training Gap Assessment

SEPARATE EVACUATION ISSUES FROM ACTUAL FIRE-RESPONSE COMPETENCE

DID THE DRILL REVEAL ANY OF THESE PEOPLE OR TRAINING GAPS?

- ☐ Fire Wardens unsure of their assigned areas or duties.
- ☐ Insufficient emergency-role coverage on a shift or in a work area.
- ☐ Employees expected to use firefighting equipment without suitable practical training evidence.
- ☐ Employees uncertain when to retreat rather than attempt basic fire response.
- ☐ Visitors / contractors not included in evacuation arrangements.
- ☐ Accountability roles unclear.
- ☐ Emergency coordinator / communication chain unclear.
- ☐ New employees or changed roles not reflected in the emergency system.

Gap Identified	People / Area Affected	Action Needed	Training? Y/N	Owner	Due

IMPORTANT

Training is only one possible corrective action. Physical defects may require maintenance, engineering, alarm, building, fire-protection or process-control interventions.

15. Management Verification & Follow-Up

MAKE THE DRILL PART OF A CONTINUOUS IMPROVEMENT CYCLE

- ☐ Drill findings were reviewed by responsible management.
- ☐ High-priority safety issues were escalated immediately.
- ☐ Corrective actions have named owners and due dates.
- ☐ Physical defects were referred to the appropriate competent person / service provider.
- ☐ Training gaps were referred for suitable action.
- ☐ Shift / area coverage gaps were corrected.
- ☐ Emergency procedure was updated where necessary.
- ☐ Relevant employees were briefed on changes.
- ☐ Close-out evidence was checked.
- ☐ A follow-up drill / review date has been set.

MANAGEMENT REVIEWER

POSITION

DATE

SIGNATURE

FOLLOW-UP DRILL / REVIEW DATE

FINAL MANAGEMENT QUESTION

If the same emergency happened tomorrow, would the workplace perform better because of what this drill revealed today?



FROM DRILL RESULTS TO REAL READINESS

DID YOUR FIRE DRILL EXPOSE A TRAINING OR RESPONSE GAP?

Swift Skills Academy provides Fire Fighting training for individuals and employer teams in Cape Town. Use the drill findings to identify who needs role clarification, practical training, additional coverage or other corrective action.

FIRE FIGHTING TRAINING - CAPE TOWN

Individuals | Employer Teams | On-Site Enquiries

021 828 0772 | +27 60 998 7412 | info@swiftskillsacademy.co.za

www.swiftskillsacademy.com

REFERENCE SOURCES FOR EMPLOYERS

South African Government / Department of Employment and Labour

General Safety Regulations - fire precautions and means of egress.

City of Cape Town

Local fire-safety and evacuation guidance.

South African Qualifications Authority (SAQA)

Unit Standard 12484 - Perform Basic Fire Fighting.

This resource is a practical employer management tool. It does not replace a workplace-specific risk assessment, emergency procedure, statutory inspection, professional servicing, competent-person advice, building/fire requirements, municipal requirements or emergency-service direction.

PLAN -> ACTIVATE -> EVACUATE -> ACCOUNT -> OBSERVE -> CORRECT -> VERIFY