Church Warden Fire Drill Checklist

Our Lady & St. Bridget's, West Calder

Before the Drill

✅ Plan the Drill

- Coordinate with church leadership and emergency services if needed.
- Set a date and time
- Identify key evacuation routes and assembly points.

✅ Assign Responsibilities

- Designate fire wardens and safety marshals.
- Assign people to assist vulnerable individuals (elderly, disabled, children).
- Ensure someone is responsible for calling emergency services (even in a drill).

✅ Check Fire Safety Equipment

- Test fire alarms and emergency lighting.
- Check fire extinguishers and their locations.
- Ensure exit signs are visible and unobstructed.

✅ Inform & Educate

- Brief church staff, volunteers, and congregation about fire safety.
- Review evacuation procedures during a service or meeting.

During the Drill

✅ Trigger the Alarm

- Sound the fire alarm clearly so everyone hears it.

✅ Evacuate the Building

- Ensure all congregation members move to designated exits calmly.
- Assist vulnerable individuals as needed.
- Direct people to the **assembly point** outside.

✅ Check All Areas

- Wardens must check bathroom, side chapel, sacristy
- Ensure no one remains inside the building.

✅ Account for Everyone

- Use headcounts to confirm everyone is outside.
- Report any missing individuals to emergency services.

After the Drill

✅ Evaluate the Drill

- Gather feedback from wardens, congregation, and staff.
- Record in the Fire Safety logbook (time, numbers)
- Identify any issues, such as blocked exits, delays, or confusion.
- Document improvements needed and update procedures.

✅ Schedule Next Drill

- Fire drills should happen at least **once a year**.
- Rotate different scenarios (fire in different locations, blocked exits).