

Turn-out drills

New policy number:	156
Old instruction number:	BO109
Issue date:	31 January 1994
Reviewed as current:	22 June 2026
Owner:	Assistant Commissioner, Fire Stations
Responsible work team:	Central Operations

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1 Introduction

- 1.1 This policy explains how turn-out drills will be conducted.

2 Frequency of drills

- 2.1 Turn-out drills will be carried out as directed or considered necessary by officers additionally, turn-out times will be monitored and shown as a performance indicator on the Performance Evaluation Tool Report from LFB Data, but not currently evaluated. Turn-out drills will be conducted between the hours of 0700 and 2359, with the exception of meal breaks, and a thirty minute period before or after the change of watch.

3 Initiating the call

- 3.1 The conducting officer will summon the duty firefighter via the tannoy system. After reporting, the duty firefighter will be instructed to order the station's appliance(s) to turn out.

The duty person will then:

- Actuate the call bells.
 - Enter on the Form 9, the time and word 'drill'.
 - Go to the watch room appliance bay door and shout 'Turn Out Drill'.
 - Issue Form 9 to the conducting officer.
 - Ride appliance where necessary.
- 3.2 The drill will be timed by the conducting officer from the time that the call bells are actuated until the front axle of the appliance has crossed the sill of the appliance bay door.
- 3.3 Where an instantaneous turn-out onto the station forecourt may pose difficulties to pedestrians or other road users, e.g where the depth of station forecourt is limited or non existent, a 'threshold line' within the appliance bay is to be used.
- 3.4 Details regarding the precise location of the 'threshold line' are to be maintained in the watch room information folder.
- 3.5 On completion of the drill, the officer in charge (OIC) of the appliance(s) will report with their nominal roll board to the conducting officer. The conducting officer will give instructions for the appliance to be returned to the appliance bay, and the crews will then be inspected and checked against the appropriate nominal roll board, BA tallies and roll call board. Appliances and equipment will be subject to inspection and check.

4 Recording of drills

- 4.1 The result of the drill should be recorded in the station diary (Station Activity – Ops readiness) with the following example written in the notes section describing the drill and results:
- Called by Station Commander Smith to turn-out drill.
 - PL P ordered Station Officer Brown in charge.
 - Turn-out time PL 85 secs.
- 4.2 Once initiated, the drill will be recorded even if it should be terminated by an emergency call or other incident, with the reason for any termination to be recorded in the notes section of the appointment.

5 Safety

- 5.1 In order to prevent accidents, no appliance will be allowed to move until all members of the crew have mounted wearing full PPE with seat belts engaged. The appliance doors must be closed with the relevant appliance bay doors secured in the open position. All appliance lockers and pump bay doors will be closed and secured shut.

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	08/01/24	SDIA	L- 25/09/23	HSWIA	25/09/23	RA	18/05/19
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Throughout	Changes made throughout, please read to familiarise yourself the amended policy.	06/08/2019
Throughout	Role to rank changes made.	15/10/2019
Throughout	This policy has been reviewed as current, changes have been made to to update it throughout. Turnout time updated.	09/01/2024
Throughout Page 2	Reviewed as current with the following changes made. Minor changes made to wording of section 3.1.	22/06/2026

Subject list

You can find this policy under the following subjects.

Drills	Turn-out drills

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification