|  |  |
| --- | --- |
| Date: | Company Name: |
| Site / Location: |
| Evacuation Process | Time |
| Time alarm sounded |
| Did person who initially discovered the emergency act calmly and correctly? | [ ]  Yes | [ ]  No | [ ]  N/A |  |
| Was alarm sounded in accordance with plan? Was it effective? | [ ]  Yes | [ ]  No | [ ]  N/A |  |
| Could alarm be heard? | [ ]  Yes | [ ]  No | [ ]  N/A |  |
| Emergency coordinator(s) response |
| Did wardens report to their emergency posts or relevant area? | [ ]  Yes | [ ]  No | [ ]  N/A |  |
| Evacuation commenced |
| Was there any confusion from staff or other stakeholders? | [ ]  Yes | [ ]  No | [ ]  N/A |  |
| Did staff react rationally and maturely? | [ ]  Yes | [ ]  No | [ ]  N/A |  |
| Was evacuation conducted in an orderly fashion? | [ ]  Yes | [ ]  No | [ ]  N/A |  |
| Were there any obstructions or problems evacuation paths or fire exits? | [ ]  Yes | [ ]  No | [ ]  N/A |  |
| Was the appropriate emergency equipment available? E.g. fire extinguishers etc.  | [ ]  Yes | [ ]  No | [ ]  N/A |  |
| Emergency coordinators report floor / area clear  |
| Did wardens/supervisors conduct a search to ensure no one was left behind? | [ ]  Yes | [ ]  No | [ ]  N/A |  |
| Were aged persons or persons with disabilities accounted for? | [ ]  Yes | [ ]  No | [ ]  N/A |  |
| Arrival at Assembly Area / Safe Place |
| Did staff move to the designated assembly areas? | [ ]  Yes | [ ]  No | [ ]  N/A |  |
| Was roll checked in assembly area? | [ ]  Yes | [ ]  No | [ ]  N/A |  |
| Was a roll call reported to Chief Warden and Fire Service? | [ ]  Yes | [ ]  No | [ ]  N/A |  |
| Evacuation completed |
| Was a log of events maintained? | [ ]  Yes | [ ]  No | [ ]  N/A |  |
| Exercise terminated |
| Comments or suggestions for improvement: |
| Observer: | Date: |