

Emergency evacuation drill report – debrief report

Report completed by	
Date of Drill	
Type of Emergency Drill	
Was the drill announced or unannounced	
Time Alarm was activated	
Time Drill Concluded	
Total Evacuation Time	
Number of employees at headcount	
Number of others on site at headcount	
Total number missing from head count (unexplained)	
Was the <i>visitors sign in book</i> brought to the assembly area	
Did anybody leave the assembly area without authorisation	
Was a First Aid kit brought to the assembly area	
Was someone tasked to meet and direct emergency authorities	
Did anyone have trouble hearing the alarm?	
Did anyone have trouble exiting in a safe and timely manner?	
Was anybody performing a task that became hazardous as a result of the drill	
Any unacceptable finding in this report must have a hazard report completed Number of hazard reports generated	

Any additional comments either positive or negative