# six monthly evacuation drill

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Emergency Warden

Present

Drill started \_\_\_\_\_\_\_\_\_\_\_ Assembly Point \_\_\_\_\_\_\_\_\_\_\_\_Drill Finished\_\_\_\_\_\_\_\_\_\_

Scenario \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action taken \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assembly Point visible & all aware of its location YES / NO

Fire equipment accessible YES / NO

First Aid kits stocked YES / NO

Designated Current First Aider on Site YES / NO

Summary/Action points to follow up

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wardens Responsibilities**

* Assess Situation 🞏
* Emergency services- call 🞏
* Visitors - account for 🞏
* Emergency procedure available and visible 🞏
* Assembly point designated 🞏
* Fire equipment current 🞏
* Were all aware how to use fire equipment 🞏
* Delegate employees 🞏
* Liaise with emergency service 🞏

Were Wardens responsibilities met? YES / NO

Conducted By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Next Drill \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_