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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Site: |  | | Floor / Area: |  | | Date: | |  |
| Emergency sequence: | | | Time taken for emergency sequence: | | | | | |
| Hours: | | | Minutes: | | |
| Alarm sounded: | | |  | | |  | | |
| Floor warden responds: | | |  | | |  | | |
| Wardens check floor / zone: | | |  | | |  | | |
| Evacuation commenced: | | |  | | |  | | |
| Wardens report floor / zone clear: | | |  | | |  | | |
| Arrive at assembly area: | | |  | | |  | | |
| Wardens check personnel present: | | |  | | |  | | |
| Evacuation completed: | | |  | | |  | | |
| Exercise terminated – all clear: | | |  | | |  | | |
| Debrief undertaken: | | |  | | |  | | |
| Recommendations for improvement / debrief: | | | | | | | | |
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| Observer: | |  | | | Signature: | |  | |