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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:  |       |