Swab Master Ltd. - Emergency Evacuation Drill

Date: _____ Time: _____ No. of Employees : _____ Score: _____/10

1	Horn sounded within 30 seconds of emergency	
2	Remained calm, exited in an orderly fashion, helped others	
3	First person out: _____,	
	Took attendance board & ERP	
4	All gathered at pre-designated muster point	
5	Attendance Taken - Senior Manager	
6	Emergency Response Called	
7	Last person out: _____,	
	Closed door behind them	
8	First aid trained people identified & attending	
9	Management Notified	
10	Path Clear for Emergency Personnel	

ATTENDING EMPLOYEES

NAME	RATING			NOTES
	GOOD	FAIR	POOR	

SWAB MASTER LTD.

EVACUATION ATTENDANCE

DATE: _____ TIME: _____ LOCATION: _____

EMPLOYEE NAME	IN	OUT	AT MUSTER POINT?	NOTES

1) Write Employees Name
2) Check IN or OUT according to the attendance board
3) Now take attendance at the muster point & confirm all employees are accounted for
4) If any employee is missing - use the "NOTE" column to write last known location