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**Emergency Evacuation Report**

**(Version 3.00 – August 2012)**

CORPORATE HEALTH & SAFETY SERVICE | VERSION 1.00 | November 2020

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| **Building Location or Name:** |  |
| **Building Manager/Responsible Person:** |  |
| **Purpose of Evacuation: Live Event or Drill?** |  |
| **If a drill, were Hampshire Fire & Rescue Services advised in advance. Yes/No?** |  |
| **If a live event, has this been reported on the Council’s Incident Reporting System (HSMS – Other Incident)?**  **Please provide Incident reference number.** |  |
| **Observers: Names & Positions** |  |
| **Date:** |  |
| **Time Fire Alarm Sounded:** |  |
| **Time taken to Evacuate:** |  |

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| --- | --- | --- | --- | --- |
| **Observations** | **Yes** | **No** | **Comments** | **Action** |
| 1. Was there an appointed Evacuation Co-ordinator to meet Hampshire Fire & Rescue Services? |  |  |  |  |
| 1. Was there satisfactory reaction to the alarm by building occupants? |  |  |  |  |
| 1. Did visitors know what to do, i.e. where the assembly point was and who to report to? |  |  |  |  |
| 4. Were there sufficient Fire Wardens in attendance? |  |  |  |  |
| 5. Were there First Aiders in attendance? |  |  |  |  |
| 6. Did First Aiders attend with First Aid Boxes? |  |  |  |  |
| 7. Did anyone require First Aid provision and if so has this been reported on the Councils Incident Reporting System (HSMS)? |  |  |  |  |
| 8. Was it easy to identify key persons, i.e. did Fire Wardens and First Aiders wear high visibility vests? |  |  |  |  |
| 9. Did Fire Co-ordinator record confirmation of areas cleared/staff evacuated? |  |  |  |  |
| 10. Were any reports of smoke or fire or persons in Refuge Areas reported to the Fire Co-ordinator? |  |  |  |  |
| 11. PEEPS – please record any observations concerning PEEPs. |  |  |  |  |
| 12. Could evacuating persons easily identify the Assembly Point? |  |  |  |  |
| 13. Did persons at the assembly point follow instructions as required? |  |  |  |  |
| 13. Was building security maintained during the evacuation drill? |  |  |  |  |
| 14. Did persons at the Assembly point comply with instructions from the Fire Co-ordinator regarding re-entry to the building? |  |  |  |  |
| 15. Are there any property or property related issues arising from the observations made during the evacuation drill? |  |  |  |  |
| 15. Any other observations? |  |  |  |  |
| 16. Were there significant observations or concerns? If so who will this be reported to and how will it be tracked to ensure actions are addressed? |  |  |  |  |
| **Reviewed by :** | | | | |