

- Fire warden shall be the last one to evacuate the office after ensuring that all the employees have evacuated except special needs and critical operations employees.
- The fire warden shall fill this report and submit it to drill controller at the assembly point.

### Fire warden Information:

Name		Mobile no	
E-mail		Telephone no	

### Office Information:

Name of Office			
Building		Floor	

### Drill Information:

Number of persons who were present at office on drill date	
Number of persons evacuated the office to the assembly point (Count at assembly point)	
Number of special needed employees who carried out <b>horizontal evacuation drill*</b>	
Number of "Critical operation" employees who will carry out <b>Ad hoc evacuation drill**</b>	
The time when you reached the assembly point (HH:MM)	

### Fire Warden Observations (Positive/Negative)

\***Horizontal evacuation** means the person to evacuate until reached the inside part of the evacuation staircase and stay there until the alarm is silenced so she/he can go back to office. Horizontal evacuation is for those with special needs only.

\*\***Ad hoc drill** is designed for those who are required to stay in office to handle critical operations and not participate in the main drill (their number should be limited). When the main drill is completed and the employees are back to office the fire warden should show the critical operation employees how to evacuate the building by taking them through the evacuation staircase until reaching the assembly point.