

Emergency Evacuation Drill Checklist

Date Time drill initiated AM PM

Time occupants vacated AM PM Time drill ended AM PM

Roll call completed AM PM Time Elapsed

Location

Areas

Office Factory Warehouse Store Lunchroom
 Workshop 1 Workshop 2 Workshop 3 Workshop 4

Emergency type

Evacuation drill Fire Smoke Explosion Gas leak Bomb threat
 Other. If other

Details	Comments
Emergency services in attendance <input type="checkbox"/> Yes <input type="checkbox"/> No	
Electrical power turned off (simulate for a drill) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Gas turned off (Simulate for a drill) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Shutdown protocols executed <input type="checkbox"/> Yes <input type="checkbox"/> No	
Rest rooms checked and cleared <input type="checkbox"/> Yes <input type="checkbox"/> No	
Offices, lunchroom, toilets checked and cleared <input type="checkbox"/> Yes <input type="checkbox"/> No	
Warehouse, Stores checked and cleared <input type="checkbox"/> Yes <input type="checkbox"/> No	
All work areas checked and cleared <input type="checkbox"/> Yes <input type="checkbox"/> No	
Wardens and ECO's responded accordingly <input type="checkbox"/> Yes <input type="checkbox"/> No	
Warning/alarm systems clearly heard in all areas <input type="checkbox"/> Yes <input type="checkbox"/> No	

Details		Comments
Evacuation completed in orderly fashion	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Employees responded and reported to assembly point	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Roll call completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Missing person/s identified via roll call	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Missing person/s details communicated to emergency services	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Person/s with special needs have been accommodated	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Visitor sign in book taken to evacuation point	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Visitors and customers directed to assembly point	<input type="checkbox"/> Yes <input type="checkbox"/> No	
All customers directed to evacuation point	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Relevant information passed on to emergency services	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Visitors, customers and contractors were accounted for at assembly point	<input type="checkbox"/> Yes <input type="checkbox"/> No	
No unauthorised re-entry completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Questions

Where the response to any of these questions requires a comment, please complete the Comments section below, and then enter corrective actions into the Action Plan on the next page.

- Did any elements of the Emergency Plan fail? (If YES comment below) Yes No
- Were any procedures found to be deficient? (If YES comment below) Yes No
- Evacuation completed in a timely manner? (If NO comment below) Yes No
- Announcement/Alarm heard throughout all areas? (If NO comment below) Yes No
- What is the effectiveness of the procedures? (Describe things to improve) Good Fair Poor
- How was the communication during the emergency? (Describe things to improve) Good Fair Poor

Comments

Action Plan

No.	Actions	Responsibility	Due Date	Likelihood	Consequence	Risk Rating
1						
2						
3						
4						
5						

Drill assessed by:

Name Company

Signature Date (DD/MM/YYYY)

Chief Warden Signature Date (DD/MM/YYYY)

Risk Matrix

		Consequences				
		Minimal	Minor	Moderate	Major	Severe
Likelihood	Highly Likely	Medium	Medium	High	High	High
	Likely	Low	Medium	Medium	High	High
	Possible	Low	Low	Medium	Medium	High
	Unlikely	Low	Low	Low	Medium	Medium
	Rare	Low	Low	Low	Low	Medium

This information was sourced and adapted from a variety of resources from industry associations and safety regulators. The content has been developed for general guidance and information purposes only. While reasonable care is taken to keep the content updated, icare makes no warranties of any kind about its accuracy, currency or suitability for any particular purpose. icare will not be liable for loss or damage that results from the use of this content.