**Emergencies – Evacuation Drill Sequence Check**

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| **Evacuation Drill Sequence Checklist** | **Time** | |
|  | **Hour** | **Minute** |
| Alarm sounded |  |  |
| Warden/s respond |  |  |
| Wardens check floor/area |  |  |
| Evacuation commenced |  |  |
| Wardens report floor/area clear |  |  |
| All persons accounted for |  |  |
| Arrive at assembly area/safe place |  |  |
| Wardens check all present |  |  |
| Evacuation completed |  |  |
| Exercise terminated |  |  |

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| Comments/Issues for follow up: |