

Format No.:

Date	Day	Time	Location	Type of Drill

## Mock Drill Planning

Participants			
Sr.No.	Name of Observer	Designation	Area of Observation
01			
02			
03			
04			
05			
06			
07			

Alarm Method

Safety Equipments deployed Locations

Drill Scenario

Prior information Given to following Persons
1.
2.
3.
4.

Report Prepared By:

Report Reviewed By:

# Mock Drill Report

Format No.:

Drill Observations				
Sr. No	Description	Start Time (Minutes)	End Time (Minutes)	Total Time Taken (Minutes)
01	Emergency Siren started at:			
02	Evacuation Started at:			
03	Last Person Arrived at assembly point at:			
04	Fire mitigation started at: ( in case fire)			
05	Fire mitigation completed at:			
06	External Communication sent at:			
07	Retuning back siren started at:			
08	Last person returned to work at:			
<b>TOTAL TIME ( MINUTES)</b>				

Observations by deployed observers			
Sr.No	Points	Observer	Remarks
01			
02			
03			

Improvements Points						
Sr	Points	Observer / Non Observer	Action Plan	Target Date	Complete Date	Responsibility
01						
02						
03						
04						
05						

Report Prepared By:

Report Reviewed By: