

Quality Electric Evacuation Report

This form is to be used to record all emergency evacuations (including drills)

I. Building Details				
Building Name			Number of Floors (Including Ground Floor)	
Designated Muster Station				
Person Completing Form				
II. Evacuation Details				
Evacuation Date / Time:			Evacuation Drill	
Trigger for Evacuation:				
<input type="checkbox"/> Fire Alarm Activated	<input type="checkbox"/> Drill	<input type="checkbox"/> ERT	<input type="checkbox"/> Security	
Emergency Situation				
Condition:	<input type="checkbox"/> Staff Only	<input type="checkbox"/> All Occupants	<input type="checkbox"/> After Hours	<input type="checkbox"/> Unoccupied
Weather:			Evacuation was orderly with no panic	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mobility impaired persons present (sight, hearing, physical, ect.)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
The majority of evacuees went to mustering points?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Were building occupants notified of this drill?		<input type="checkbox"/> Not a Drill	<input type="checkbox"/> Yes <input type="checkbox"/> No	
III. Emergency Control Organization				
Emergency Coordinator				
Deputy Emergency Coordinator				
Emergency Coordinators were stationed at the proper emergency control point?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
All Fire Wardens were indentifiable (Vests, Hard hats, Flash lights)?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Control of external building exits achieved?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Evacuation maps and emergency procedure posters are up to date?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
IV. Building Fire & Emergency				
Was the evacuation signal audible throughout the building?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Automatic closing fire doors closed when the fire alarm activates?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Card access doors automatically released when the fire alarm activated?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fire doors and emergency exits unobstructed?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
V. Emergency Response Members				
Client:	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Security	<input type="checkbox"/> QEI Emergency Coordinator	<input type="checkbox"/> HSE
Emergency Response Team:	<input type="checkbox"/> Fire Brigade	<input type="checkbox"/> Ambulance	<input type="checkbox"/> Police	<input type="checkbox"/> Other
VI. Quality Electric Action Sheet				
Issue(s)	Action(s)	By Who	By When	Sign Off / Date

