EXCELSIA COLLEGE
Sydney-Australia

Fire Drill Report

Date of Drill		**Location**	

Wardens involved		

Start time		**Completion time**	

Was evacuation completed within a reasonable time?	Yes	No
Detail areas of concern / observations		

Follow up actions required			
Report completed by		**Date**	

Forward completed report (hard copy and electronic) to Director of People and Culture.

Follow up actions to reviewed and finalised by the WHS Committee.

Follow up action completed		**Date**	
WHS Review		**Date**	