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| Date of Emergency Drill | <i>5 January 2006</i> |
| Type of Emergency Drill | <input checked="" type="checkbox"/> Fires, explosions; <input type="checkbox"/> Chemical Spillage or leakage; <input type="checkbox"/> Accidents as a result of equipment failure |
| Department / Section | <i>All staff</i> |
| Starting Time | <i>1030</i> |
| Completion Time | <i>1040</i> |
| Number of participants (name list attached) | <i>35</i> |
| Participation Rate | <i>100%</i> |
| Name of Fire Officer | <i>K. C. Choi</i> |
| Suggestion Items | <i>Spent too much time on evacuation from production areas, due to staff did not familiar with the fire drill procedure and practices.</i> |
| Action Plan | <i>Facility Manager will:</i> <i>Provide briefing on emergency procedure for all staff</i> |

Prepared by : *F. Huang* Date : *1/1/2006*

Function / Departmental Manager