

Date of Emergency Drill	<i>10 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>1130</i>
Completion Time	<i>1140</i>
Number of participants (name list attached)	<i>20</i>
Participation Rate	<i>100%</i>
Name of Fire Officer	<i>H. S. Chan</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> <ul style="list-style-type: none"> ➤ <i>Provide briefing on emergency procedure for all staff</i>

Prepared by : C.C. Wong Date : 10 January 2006

Departmental Manager