

Date of Emergency Drill	10 January 2006
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	All staff
Starting Time	1130
Completion Time	1140
Number of participants (name list attached)	20
Participation Rate	100%
Name of Fire Officer	H. S. Chan
Suggestion Items	Spent too much time on evacuation from production areas, due to staff did not familiar with the fire drill procedure and practices.
Action Plan	Facility Manager will: <input checked="" type="checkbox"/> Provide briefing on emergency procedure for all staff

Prepared by : Chan FatDate : 10 January 2006

Environmental & Safety Manager & EMR