HKGEAC Emergency Drill Report

Date of Emergency Drill	*10 January 2006*
Type of Emergency Drill	✓ Fires, explosions; ❑ Chemical Spillage or leakage; ❑ 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:* 1. *Provide briefing on emergency procedure for all staff*

Prepared by : _____*Stanley Chan*_____ Date : _____*1/1/2006*_____

QA Manager / EMR