

Date of Emergency Drill	5 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	1030
Completion Time	1040
Number of participants (name list attached)	35
Participation Rate	100%
Name of Fire Officer	K. C. Choi
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 : Simon YauDate : 1/1/2006

Function / Departmental Manager