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SAMPLE REPORT · FICTITIOUS DATA

EVACUATION DRILL EVALUATION REPORT

Example Company NV, Mechelen site

This is an example of the report you receive after a guided evacuation drill. Company, names and figures are fictitious.

Date and time	Tuesday 13 October 2026, 10:15
Type of drill	Unannounced to staff, announced to management and reception
Scenario	Smoke in the archive room on the 1st floor; east staircase blocked
Building	Office and warehouse, ground floor + 2 floors, 4 emergency exits
Present	84 employees and 6 visitors
Supervision	2 observers from ActiBox / Project 12 BV, 1 prevention advisor from the client

1. Summary

The building was fully evacuated after 6 minutes 42 seconds. The alarm was heard everywhere and the evacuation marshals took up their roles. Three bottlenecks need follow-up: the blocked east staircase was noticed late, the headcount at the assembly point took too long and two visitors were not accompanied.

6:42	90 / 90	4:10	3
Total evacuation time	People counted	Time to full headcount	Priority bottlenecks

Target for this building, agreed at the intake: full evacuation within 5 minutes.

2. Times per zone

Zone	Present	First person out	Zone clear	Remarks
Ground floor, reception and canteen	22	0:48	2:35	Smooth, doors closed correctly
Warehouse	18	0:55	3:10	Forklift parked safely first
1st floor, offices	31	1:40	6:42	Detour due to blocked east staircase
2nd floor, meeting rooms	19	1:25	5:05	2 visitors unaccompanied

3. Observations

What went well

✓ The alarm was audible in all zones, including the warehouse.
✓ Nobody used the lift.
✓ Evacuation marshals wore their vests and checked the toilets and meeting rooms.
✓ The first response team reported to reception within 2 minutes.

Bottlenecks

! **Blocked east staircase:** staff on the 1st floor first headed for the blocked staircase and only turned back after 1.5 minutes. The alternative route is not marked on the floor plan.
! **Headcount at the assembly point:** there was no up-to-date attendance list. The count was done name by name and took 4 minutes 10 seconds.
! **Visitors:** 2 visitors on the 2nd floor left the building unaccompanied and did not know where the assembly point was.
! **Warehouse emergency exit:** two pallets stood in front of emergency exit 3, so the door would only open halfway.

4. Improvement actions

Action	Priority	Who	Deadline
Mark alternative escape routes on every floor plan and at the staircases	High	Prevention advisor	13 November 2026
Mark the clear zone in front of emergency exit 3 and check it daily	High	Warehouse manager	Immediately
Make a digital attendance list (staff and visitors) available at the assembly point	Medium	Reception and HR	13 December 2026
Agree that every visitor has a designated host, who is also responsible during an evacuation	Medium	Management	13 November 2026
Short refresher for evacuation marshals on handling a blocked route	Low	ActiBox / Project 12 BV	At the next drill

5. Conclusion and next drill

The basics are sound: everyone was out and counted, and the roles were clear. With the high- and medium-priority actions in place, the evacuation time can drop below the 5-minute target.

We recommend holding a second, unannounced drill within 6 months with a different scenario, for example an injured colleague on the escape route.

Signatures

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Observer, ActiBox / Project 12 BV — E. Janssens (fictitious)

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Prevention advisor, Example Company NV — L. Peeters (fictitious)