GI MOVERS

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MOCK DRILL REPORT TEMPLATE	DOI	/ /2017

Mock Drill Report

Location: M-44 Warehouse	**Date** 26.07.2026	**Time:** 03:00 P.M	**Report No:** 003/2026

Type of Mock drill conducted: First Aid

Scenario:An employee collapses near the packing area due to a simulated medical condition (e.g., fainting or injury). The drill tests how quickly staff identify the emergency, notify supervisors, administer first aid, and coordinate for medical assistance.

No. of employees present in office building: 4
No. of employees evacuated:1 (the affected employee)
Evacuation response time : 11 minutes (Untill Emergency Service Arrived)

Detailed description

- **Employee found unresponsive (simulation).**
- **Nearby workers alert the supervisor.**
- **Safety officer activates emergency medical protocol.**
- **First-aid responders arrive with the first-aid kit.**
- **Area is cleared to avoid crowding.**
- **Basic first aid is administered (checking breathing, placing in recovery position, etc.).**
- **Emergency services are "called" as part of the drill.**
- **Incident logged and debrief conducted.**

Head count

Declared the office and premises are in safe at:

Positive Observations:

- Some employees were unsure about who should make the emergency call.
- Delay in retrieving the first-aid kit from its designated location.
- A few staff members crowded the area, obstructing responders.
- Not all employees were aware of the nearest emergency contact list.

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Learning points

Areas for Improvement:

- Some staff showed hesitation when moving away from the simulated collapse area.
- Communication from safety officers lacked clarity at certain points, causing minor confusion.
- Aisles near the simulated collapse zone had partially obstructed pathways that could slow evacuation.
- Not all employees were fully aware of their roles during structural-collapse emergencies.

Corrective action taken

- Conduct a refresher session on medical emergency protocols and role assignments.
- Reposition first-aid kits for easier accessibility.
- Reinforce crowd-control procedures during emergencies.
- Update and re-display emergency contact lists at visible points.
- Schedule another medical emergency drill within 1–2 months.

Prepared by: Payas	**Reported to: Ragesh & Amal**
Signature:	**Signature:**

Names of People Present in Mock Drill

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C. Rao Rajesh SWAMY	C. Rao Mukesh Shivaji Ramesh

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Mock Drill Report

Location: M-44 Warehouse	**Date:** 19.08.2026	**Time:** 04:00 P.M	**Report No:** 002/2026

Type of Mock drill conducted: Emergency Mock Drill

Scenario: A simulated partial structural collapse occurs inside the warehouse to assess emergency response readiness, evacuation procedures, communication flow, and coordination between staff and safety teams. The drill evaluates how quickly employees identify hazards, evacuate, and assist in accounting for all personnel.

No. of employees present in office building: 10
No. of employees evacuated:10
Evacuation response time : 7 minutes.

Detailed description

- **Alarm Activated:** Fire alarm sounded at 11:00**AM** to signal the start of the drill.
- **Employee's Response:** Workers paused operations and proceeded to the designated exits.
- **Emergency Exits:** All clearly marked. No blockages noted.
- **11:02 AM:** First staff arrived at the assembly point.
- **11:05 AM:** Last Person reached the assembly area.
- **11:06 AM:** Roll call completed -all 10 staff accounted for.
- **11:07 AM:** Debrief conducted by the safety officer.
- **11:15 AM:** All - clear announced. Employees allowed back into the facility.

Head count

Ten

Declared the office and premises are in safe at:

Positive Observations:

- Employees reacted quickly upon hearing the alarm and began evacuation without delay.
- Emergency exits were clearly marked and unobstructed, allowing smooth movement.
- Supervisors effectively guided employees away from the simulated collapse zone.
- Roll call was completed efficiently, and all personnel were accounted for.
- The evacuation was completed within the expected response time of 7 minutes.
- Communication between team members during evacuation was generally orderly and calm.

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Learning points

Areas for Improvement:

- Some staff showed hesitation when moving away from the simulated collapse area.
- Communication from safety officers lacked clarity at certain points, causing minor confusion.
- Aisles near the simulated collapse zone had partially obstructed pathways that could slow evacuation.
- Not all employees were fully aware of their roles during structural-collapse emergencies.

Corrective action taken

- Supervisors will reinforce communication protocols to ensure clear instructions during emergencies.
- Warehouse pathways will be inspected and reorganized to ensure they remain fully clear at all times.
- Additional signage and lighting will be installed to guide employees more effectively during evacuations.

Prepared by: Payas	**Reported to: Ragesh & Amal**
Signature:	**Signature:**

Names of People Present in Mock Drill

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Anytime anywhere ► Feel stress free

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Sudeep Akhil Jacob Mathew Muhammed Askar SARATH C. Dewa Shahnaz Ahsan	
S. Seshagiri Rao Bibith Bijin & staff	

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Mock Drill Report

Location: M-44 Warehouse	**Date:** 16.09.2026	**Time:** 02:00 P.M	**Report No:** 007/2026

Type of Mock drill conducted: Fire Mock Drill

Scenario: A fire mock drill was conducted to assess the fire emergency preparedness of the premises and to ensure that all employees are aware of evacuation procedures, assembly points, and safe practices during a fire emergency.
No. of employees present in office building: 10
No. of employees evacuated: 10
Evacuation response time : 8 minutes.

Detailed description

- **Alarm Sounded:** Fire alarm sounded at **10:31AM** to signal the start of the drill.
- **Employee's Response:** Workers paused operations and proceeded to the designated exits.
- **Emergency Exits:** All clearly marked. No blockages noted.
- **10:33 AM:** First staff arrived at the assembly point.
- **10:35 AM:** Last Person reached the assembly area.
- **10:38 AM:** Roll call completed -all 12 staff accounted for.
- **10:39 AM:** Debrief conducted by the safety officer.
- **10:43 AM:** All - clear announced. Employees allowed back into the facility.

Head count

Ten

Declared the office and premises are in safe at:

Positive Observations:

- Alarm was clearly audible throughout the premises.
- Most participants responded promptly to the alarm.
- All emergency exits were accessible.
- Evacuation completed in under 6 minutes.

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Learning points

Areas for Improvement:

- Two employees did not follow the **emergency path** towards the assembly area.
- Lack of clarity in communication from safety officers.

Corrective action taken

- Conduct a refresher session on evacuation rules for all.
- Schedule another drill in 1–2 months for continuous preparedness.
- Improve signage and lighting.

Prepared by: [illegible]	**Reported to: Ragesh & Amal**
Signature:	**Signature:**

Names of People Present in Mock Drill

SARATH

S. Seshagiri Rao

Babu

Bapu

Abdul Jacob Mathew

Sudeep

Muhammed Askar

C. Das

Shahul Ahsan

C. Das