

应急演练记录表

Emergency Drill Record



演练主题 Drill Topic	应急疏散演练 Evacuation Drill				
演练时间 Drill Time	2025/6/25 2025/6/26	演练地点 Vennue	全厂	演练负责人 Drill Responsible	SUY
参加部门 Participants Dept	全员				
演练策划 Drill Plan	<p>1. 确定以下相关工作人员名单; Make sure the escape drill work team list</p> <p>2. 确定演习时间并通知相关工作人员; (备注: 1.所有人员演习开始前30分钟集合分配任务; 2.结束后, 集合汇总问题; 3.除大机台区域外提前5分钟通知外,其余部门均不通知演练) Make sure the drill time and knowtice the escape team</p> <p>3. 执行: (a. 对时间→b. 拉警报→c. 观察员工撤离→d. 报警器复位→e. 报告计时员) Conduct: (a. collate time →b. press alarm→c. watch for employees' escape→d. reposit the alarm→e. Check the main power switch →f. report to the time-keeper)</p> <p>4. 总观察员报告演习问题汇总情况; Head oberver reort all the collective issue</p> <p>5. EM(或EM代表MICHO/Hedy)进行演习总结报告: Escape drill summarization of EM (or Hedy who will be emergency substitute)</p> <p>6. EM (或EM代表MICHO/Hedy)宣布演习结束, 恢复生产; EM (or MICHO/Hedy who will be emergency substitute) announce that escape drill is over and recovering to work.</p> <p>7. 演习逃生目标为6分钟 (在没有演习通知的情况下, 听到警报后, 各部门应自行完成疏散、集合、点名、报告等工作) Target of drill is 6 min (including alarm, escape, assembly, head count, report without notice in ahead)</p>				
演练过程 Drill Process	<p>警报Alarm-->疏散Evacuation-->集合Assemble-->点名Count-->报告Report, 详见附件 "紧急疏散流程 Emergency Evacuation Process".</p> 				
演练总结 Drill Summary	见演练总结PPT报告				
演练评估 Drill Asses'semtn	<p>■达到演练预期要求 Meet drill target</p> <p>□需要改善, 改善事项如下: Need to improve as follwing intem</p>				
演练人员见附件名单 Participants is to see attached name list					
记录人: Drill Recorder:	Tony Huang				