# Attendance and headcount sheet

Floor and department headcount. One sheet per floor or building block.

Building / block: _____ Counted by: _____

Date: _____ Alarm sounded at: _____

| Floor / department | Floor marshal | Staff present | Counted at assembly | Visitors / contractors | Time out | Remarks |
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Total people counted at assembly point: _____

Headcount taken by: _____ Signature: _____ Time finished: _____

**This is a practice kit, not a legal compliance document. Follow your local fire department's advice.**

**CALL 101 OR 112**

**101 = fire service | 112 = any emergency**
In a real fire: get out first, then call from outside.