

Attendance and headcount sheet

Staff and customer headcount. Staff first, then the customers who came out.

Shop / branch: _____

Counted by: _____

Date: _____

Alarm sounded at: _____

Name or group	Staff (S) or customer (C)	Counted at assembly	Needed help (Y/N)	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.