

HSV: 111A – MSS Attendance Register*

Revision 9 – February 2025

Group/Team:		Event activity:																		
Venue:																				
Name of attendee:	Date (put X on entry)																			
On evacuating the building, the nearest person to take the register out of the venue and pass it to the Event Organiser at the Assembly Point, where they will then conduct the Roll Call.																				

This attendance register* is to be completed in case of emergency by the Event Organiser:

- For all Group, Local Community or Staff run events held in an unmanaged venue.
- For all Groups, Local Community or Staff run events held in a managed venue where the venue does not have a signing in system.
- For all Fundraising activities – for attendees, participants and individuals supporting an event (Volunteers and Staff). Alternative methods of keeping this information (such as an electronic system) would be fine.