[Insert organisation name/logo]

#  VISITOR REGISTER

**[Insert organisation name]** asks visitors to register your visit so that in the event of an emergency evacuation we can ensure you are safely exited from the building.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Name** | **Who are you visiting?** | **Mobile** | **Time in** | **Time out** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |