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| **Emergency Response Drill Report** |
| OHS Regulation 4.14: *At least once each year emergency drills must be held to ensure awareness and effectiveness of emergency exit routes and procedures, and a record of the drills must be kept* |
| **PROJECT DETAILS** |
| DATE (MM/DD/YYYY):  | TIME: [ ]  AM [ ]  PM | PROJECT MANAGER:  |
| PROJECT:  | PROJECT SPECIFIC:  | SUPERVISOR:  |
| LOCATION:  | FORM FILLED OUT BY:  |
| METHOD OF ALARM:  | [ ]  ERP TEST [ ]  ERP DRILL |
| EMERGENCY SCENARIO  | [x]  FIRE | [ ]  MEDICAL | [ ]  SPILL | [ ]  NAT DISASTER | [ ]  | [ ]  |
| **PARTICIPANTS** |
| 1. | 5. | 9. |
| 2. | 6. | 10. |
| 3. | 7. | 11. |
| 4. | 8. | 12. |
|  |  |  |
| DESK TOP DRILL1. Provide Emergency Scenario
2. Workers VERBALLY respond to “emergency” through discussion
3. Designated person checks verbal response against procedures
4. Check that equipment to be used is in proper working condition
 | MOCK DRILL1. Provide Emergency Scenario
2. Workers Physically respond by following procedures properly
3. Designated person evaluates response against procedures
4. Check that equipment being used is in proper working condition.
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| **Equipment checks:** | [ ]  **Fire tools** | [ ]  **First Aid/ETV** | [ ]  **Spill kits** | [ ]  |
| DRILL SCENARIO: |
| DEBRIEF – What worked well: |
| DEBRIEF – What needs improvement: |
| **DRILL DETAILS AND RESULTS** |
| **MITIGATIVE PLANS FOR IMPROVEMENT*****(CHECK APPLICABLE)*** | **EXPLAIN CORRECTIVE ACTION/EFFORTS HERE** |
| [ ]  ADDITIONAL STAFF TRAINING |  |
| [ ]  ADDITIONAL EQUIPMENT REQUIRED |  |
| [ ]  IMPROVED EMERGENCY SUPPLIES REQUIRED |  |
| [ ]  COOPERATIVE PLANNING WITH RESPONDERS |  |
| [ ]  REVISED EMERGENCY PROCEDURES |  |
| [ ]  PROPER REPORTING & DOCUMENTATION |  |
| [ ]  REVISED EMERGENCY PROCEDURES |  |
| **THIS DRILL DEMONSTRATES POSITIVE RESULTS** [ ]  **YES** [ ]  **NO** |