Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Drill: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Time ERP drill activated: |  |
| Person who activated drill: |  |
| Time roll call was completed: |  |
| How did the drill get activated? (i.e.: air horn, fire alarm, announcement move P.A. system?) | |
|  | |
| General observations on how staff / visitors / contractors reacted and congregated to muster point (orderly, chaotic, etc) | |
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|  | |

Checklist:

* Did fire warden complete sweep of assigned area?
* Did on-scene responder perform duties as required?
  + Order evacuation?
  + Notify supervisor/ management immediately?
  + Stay on scene if safe and offer assistance?
  + Did emergency response coordinator perform duties as required?
    - Assume responsibility for all activities directly related to ERP
    - Confirm incident, determine cause and severity (i.e.: number of casualties, if fire is under control, spill etc)
    - Ensure all personnel are evacuated and are accounted for
    - Retain and direct off site resources where required for assistance
    - Contact proper authorities (i.e.: Workplace Safety and Health)
    - Preserve the scene until a WSH officer releases it

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| General comments and observations: | | |
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| **Corrective Action Required** | **Person Responsible** | **Date Completed** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Print Name |  | Signature |  | Date |
|  |  |  |  |  |
| Manager Name |  | Manager Signature |  | Date |