<Insert Your Logo Here>

**EMERGENCY DRILL AND EVALUATION REPORT**



**Facility Location:** Red Deer

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Scheduled Drill (complete information below)** |  |  |  | **Actual Emergency (complete information below)** |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Date of Emergency Drill (DD/MM/YYYY) | 10/06/13 |  |  |  |  | Date of Emergency (DD/MM/YYYY) |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Time: | 9am |  |  |  |  | Time: |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Date of Security Notification (fire drill only) |  |  |  | Date Accident Investigation Report Completed |  |
|  |  |  | (DD/MM/YY) |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Date of Fire Dept. Notification (fire drill only) |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |



**Evacuation Response Time**

(From alarm start until roll-call completed at meeting place. If not applicable write ‘N/A’. Not required if no evacuation occurred.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| **Time: Started** | 9am |  | **Time: Completed** | 9:15am |  |
|  |  |  |  |  |  |

**Notes:** *(Injuries, property damage, etc.?)*

Some diesel fuel leaked into rainwater drain

**Analysis:** *(What went right? What went wrong?)*

* Frontline staff didn’t know who to contact in the event of a ‘spill’ on-site.
* Once notified, shop staff were able to initiate control measures. Spill kit was where it was supposed to be and in good condition.
* Proper authorities were ‘notified’.

**Recommended Corrective Actions:** *(What can be done to make the responses better next time?)*

Frontline staff in the office are now aware of who to contact for spills but also who to call if they are generally unsure during a unique situation.

Planned safety meeting with all office staff to go over all existing emergency procedures for known scenarios.

**Executive Sign Off:** Samuel L. Jackson

**Date:** June 12th, 2013

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