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

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

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| --- | --- |
| 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?) |
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| 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 |