

# EMERGENCY DRILL AND EVALUATION REPORT

<b>Nature of Incident/Drill:</b> <i>Tabletop discussion</i>	
<b>Facility Location:</b> <i>Red Deer</i>	
<input checked="" type="checkbox"/> <b>Scheduled Drill (complete information below)</b>	<input type="checkbox"/> <b>Actual Emergency (complete information below)</b>
Date of Emergency Drill (DD/MM/YYYY) <i>10-Jun-2018</i>	Date of Emergency (DD/MM/YYYY)
Time: <i>9:00 am</i>	Time:
Date of Security Notification (fire drill only)	Date Accident Investigation Report Completed (DD/MM/YY)
Date of Fire Dept. Notification (fire drill only)	
<b>Evacuation Response Time:</b> (From alarm start until roll-call completed at meeting place.) **If not applicable write 'N/A'. For example, not required if no evacuation occurred.	
<b>Time: Started</b> <i>9:00 am</i>	<b>Time: Completed</b> <i>9:15 am</i>
<b>Notes:</b> <i>(Injuries, property damage, etc.?)</i> <i>Some diesel fuel leaked into rainwater drain</i>	
<b>Analysis:</b> <i>(What went right? What went wrong?)</i> <ul style="list-style-type: none"><li><i>Frontline staff didn't know who to contact in the event of a 'spill' on-site.</i></li><li><i>Once notified, shop staff were able to initiate control measures. Spill kit was where it was supposed to be and in good condition.</i></li><li><i>Proper authorities were 'notified'.</i></li></ul>	
<b>Recommended Corrective Actions:</b> <i>(What can be done to make the responses better next time?)</i> <i>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.</i> <i>Planned safety meeting with all office staff to go over all existing emergency procedures for known scenarios.</i>	
<b>Executive Sign Off:</b> <i>Samuel L. Jackson</i>	
<b>Date:</b> <i>June 12th, 2013</i>	