

# EMERGENCY DRILL RECORD FORM

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<b>Date of Exercise:</b> <i>June 10th, 2018</i>
<b>Type of Exercise (check box):</b>  <input type="checkbox"/> Fire Drill <input type="checkbox"/> Tornado Drill <input type="checkbox"/> Injury Drill <input type="checkbox"/> Intruder Drill <input type="checkbox"/> Other Drill (specify type) _____ <input checked="" type="checkbox"/> Tabletop Exercise of <i>leaking slip tank in parking lot</i>
<b>Time Exercise Initiated:</b> <i>9 am</i>
<b>Time 100% Accountability Achieved:</b> <i>9:15 am</i>
<b>Special Challenges Presented (i.e. route blocked, etc.):</b> <i>n/a</i>
<b>Scenario:</b> <i>Front desk receives word from a 'concerned student' that they observed a truck in our parking lot leaking diesel fuel from their slip tank.</i>
<b>Lessons Learned:</b> <ul style="list-style-type: none"><li><i>Reception and office manager didn't know who to call. Negative.</i></li><li><i>They guessed right and called the shop where they do have access to spill kits and the proper PPE to contain the spill. Positive.</i></li><li><i>Shop supervisor knew to initiate call to 911. Positive.</i></li><li><i>Spill was understood to be too small to contact AB Environment. Positive.</i></li></ul>
<b>Attendance:</b> <i>Front Desk – Jane D., Office Manager – Melissa T. Shop Supervisor – Ringo S., Shop Laborer – Paul M. Safety Coordinator – Travis T.</i>