

[organization name]

Appendix 2 – Emergency Response Drill Record

Training date		
Ending time		
	*	
Short description of emergency		
Questions	Yes	No
Has the announcement been clearly heard/seen?		
Was electricity turned off?		
Were evacuation roads passable?		
Did employees arrive at the place for evacuation in acceptable time?		
Did employees bring personal belongings to the place for evacuation?		
Was time of authority's arrival acceptable?		
Did employees return to work after termination of emergency in an orderly manner?		

Commented [45A1]: E.g., Light signal, sound alarm, verbal announcement practice.

Commented [45A2]: If answer is No, need for corrective action must be reconsidered.

[job title]

[name]

[signature]

Commented [45A3]: The signature is needed only if the document is in paper form.