

Emergency drill record

A record of one emergency drill or exercise (evacuation, fire, spill, medical, shelter-in-place or another type): who took part, what happened and when, how it compares with the targets your own site set, what worked and what did not, the findings with an owner and a due date, and who was told. Whether drills are required, how often, of what kind and how they must be recorded differs between countries, sectors and sites: check the requirements that apply to you, this form states none. The form sets no times either: write your own targets, from your own emergency plan and risk assessment. It does not replace the emergency plan, and a completed form does not show that you meet any requirement. The groups, the observation areas and the layout are examples: change them to suit your site. A drill must not create a new hazard. If a real emergency or an injury happens during a drill, stop the drill, deal with the real event first and note it here.

1 Drill details

Site or building	Drill reference	Date	Alarm time (start)	End time (all clear)
Drill type ☐ Evacuation ☐ Fire ☐ Spill or release ☐ Medical ☐ Shelter in place ☐ Other				
Announced or unannounced ☐ Announced to everyone ☐ Announced to some ☐ Unannounced		Who knew in advance (roles) and when		
Drill lead and observers (names, roles, what each observer watched)				

2 Scenario

Scenario: what was simulated, where it started and what people were told (or not told)
Limits of the drill: what was not simulated, what was blocked or marked as unavailable, weather or other conditions

3 Who took part

Group	Number on site at the start	Number who took part	Counted at the assembly point	Not counted or did not take part (who by role, why)
Employees (own staff)				
Visitors				
Contractors				
Agency or temporary workers				
Total of the four rows above (each person once)				
People who needed assistance (included above; say what help was given)				
Wardens, marshals and other emergency roles (included above)				

Take the number on site from a record made at the start (sign-in book, access system or roster), not from memory, and say which one in the last column. Count each person once in the first four rows. The last two rows are not extra people: they show who among them needed help or held an emergency role.

4 Targets set by your site

Measure (write it, or delete the row)	Your target (write it; none is set by this form)	Actual	Met? (yes, no, not measured)	Where the target comes from (your plan, risk assessment, procedure)
Example: time from alarm to everyone counted at the assembly point	Example: (your own figure)			

Write elapsed times as minutes and seconds from the moment the alarm sounded (0:00). If you did not measure a time, write not measured instead of estimating it afterwards.

5 Timeline of the drill

[illegible]

Elapsed from alarm is the clock time minus the alarm time. Agree one clock (a wall clock or a phone) with the observers before the drill starts.

6 What worked and what did not

Area observed	Yes	Partly	No	Not tested	What was seen (where, when, which role)
Alarm audible and recognised in every area including noisy areas, toilets, stores and remote areas	☐	☐	☐	☐	
Routes and exits clear and usable doors opened, nothing stored in the way, signs visible	☐	☐	☐	☐	
Wardens in place and doing their role found, identifiable, checked their area, reported	☐	☐	☐	☐	
Communication the signal, spoken instructions, radios or phones, language, what was not heard	☐	☐	☐	☐	
Help for people who needed assistance the plan was followed, a named helper was there	☐	☐	☐	☐	
Visitors and contractors knew what to do hosts took responsibility for their visitors	☐	☐	☐	☐	
Assembly point count completed and matched to the number expected who counted, from which list, who was missing and why	☐	☐	☐	☐	
Shutdown, isolation or other critical actions only if your plan has them, done safely	☐	☐	☐	☐	
First aid, emergency services contact and equipment simulated or real; extinguishers, kits, call points	☐	☐	☐	☐	
Other (write it)	☐	☐	☐	☐	

Tick one box in each row from what an observer saw, not from what was assumed. Write the details in the last column, with the place and the time.

7 Findings and actions

No.	Finding (what went wrong, or what could work better)	Action (what will change, so that it stays changed)	Owner	Due date	Done on (and checked by)

A finding with no owner and no due date is a remark. Raise a serious failure (for example a person who could not leave, or a route that was blocked) through your own incident or corrective action process now, and do not wait for the next drill.

8 Lessons shared with

Lessons shared with (tick)

☐ Everyone who took part
 ☐ Wardens and marshals
 ☐ Managers
 ☐ Contractors and visitors' hosts
 ☐ Safety or worker representatives
☐ Neighbouring occupiers
 ☐ Emergency services (if they were involved)
 ☐ Other

How and when the lessons were shared (briefing, notice, email, training)

Does the emergency plan, a route, a sign, a role or the training need to change? What, and who decides

Date of the next drill

9 Sign-off

Role	Name	Signature	Date
Drill lead			
Observer			
Site manager or emergency plan owner			
Where this record is kept, and for how long		Next review of the targets in section 4	