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| **Emergency Drill Report**To be completed after emergencies and drills to correct deficiencies in the response. |
| Date |  |
| Emergency | * **Code Blue** – Cardiac arrest / medical emergency
* **Code Red** - Fire
* **Code White** – Violence / aggression
* **Code Purple** - Hostage
* **Code Yellow** – Missing person
* **Code Black** – Bomb threat / suspicious package
* **Code Grey** – Shelter in place / air exclusion
* **Code Green** - Evacuation
* **Code Brown** – Chemical Spill / hazardous material
* **Code Orange** – Mass casualty incident
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| Level of Emergency | **I** | **II** | **III** |
| Fire Drills | *Before*:1. Contact Fire Dept
2. Provide FPB (Fire Prevention Bureau) # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Contact monitoring company
 |
| *During*:1. Time to call 911 \_\_\_\_\_\_\_\_\_\_\_\_
2. Location of Fire \_\_\_\_\_\_\_\_\_\_\_\_
3. Response:
	1. Shelter or,
	2. Evacuation: Level **1 / 2 / 3**
 |
| *After*:1. Debrief occupants
2. Reset all doors
3. Reset all systems
 |
| Describe emergency response |  |
| Were all required steps completed | **YES / NO**If No describe deficiencies |
| Deficiencies identified | 1.
2.
 |
| Corrective actions | 1.
2.
 |
| Report completed by | signature |

Completed reports to be reviewed by HSC, for level II and III send to Senior Manager for review. Update ERP accordingly

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| **Additional Information** |  |
| **Notes** |  |
| **Overall Confidence Level in responding to this type of situation**(circle one) | **1 2 3 4 5 6 7 8 9 10** |