|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  | | |
| Corrective actions |  | | |
| 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

|  |  |
| --- | --- |
| **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** |