# Emergency response drill record (template)

Please note the following document is a sample. Review carefully and modify this document to meet the needs and requirements of your organization.

## Drill details

### Leader conducting drill:

### Department:

### Drill date:

### Type of drill:

### Participants:

### Evacuation time:

### Items done well:

### Items requiring improvement:

|  |  |  |
| --- | --- | --- |
| Corrective actions | Assigned to | Target date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Scheduled date of next drill:

### Comments:

### Reviewed by:

### Review date:

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees, contractors or content contributors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.