

EMERGENCY RESPONSE DRILL RECORD FORM

Simulation Evaluation, Response Performance & Corrective Action Tracking

Document Title	Document Reference	Revision	Effective Date	Page
Emergency Response Drill Record Form	THV-HSE-TMP-005	00		Page 1 of 6

1. DRILL INFORMATION & IDENTIFICATION

Project / Site:		Client / Organization:	
Contractor / Company:		Department / Work Area:	
Drill Reference No.:		Drill Date:	
Start Time / End Time:		Drill Location:	
Drill Coordinator:		Lead Observer:	

Drill Type / Emergency Scenario Simulated (Check applicable):

☐ Fire / Smoke	☐ Medical Emergency	☐ Evacuation	☐ Rescue
☐ Chemical Spill / Release	☐ Confined Space Emergency	☐ Work at Height Rescue	☐ Electrical Emergency
☐ Vehicle / Traffic Emergency	☐ Environmental Emergency	☐ Security / Intrusion	☐ Natural Hazard / Severe Weather
☐ Multiple / Combined Scenario	☐ Other: _____		

2. DRILL SCENARIO & SIMULATION PARAMETERS

Briefly describe the simulated emergency, how it was initiated, location, and conditions. Make it clear the event was a drill / simulation, not an actual emergency.

Simulated Emergency Scenario & Initiation Description:

Scenario Assumptions, Boundaries & Safety Precautions:

3. DRILL OBJECTIVES

Primary Objective:

Specific Objectives (e.g., test alarm, communication, response time, coordination):

4. DRILL PARTICIPANTS & ATTENDANCE

Record key participants and total attendance. Use the table below to log personnel involved in the exercise.

No.	Name	Position / Role	Company / Department & Drill Role
1			
2			
3			
4			
5			
6			
7			
8			

Total Participants / Personnel Involved: _____

5. EMERGENCY RESPONSE TEAM & KEY ROLES ASSIGNMENT

Emergency Response Role	Assigned Name	Contact / Radio Identifier
Drill Coordinator		
Emergency Response Lead		
First Aider / Medical Response		
Fire / Rescue Team Lead		
Security / Access Control		
Evacuation / Muster Coordinator		
Communications Coordinator		
Other Designated Role: _____		

6. PRE-DRILL PREPARATION & SAFETY CHECKLIST

- | | | | |
|--|--|---|---|
| ☐ Drill scenario approved | ☐ Drill objectives established | ☐ Relevant personnel identified | ☐ ERT briefed & prepared |
| ☐ Drill area identified / secured | ☐ Emergency equipment available | ☐ Communication method confirmed | ☐ Access / egress considered |
| ☐ Muster location confirmed | ☐ Observers assigned | ☐ Participants informed as appropriate | ☐ Safety precautions established |

Pre-Drill Preparation Remarks / Briefing Notes:

7. DRILL RESPONSE TIMELINE & OBSERVATIONS

Record expected vs. actual execution times during the exercise. Do not apply universal time limits unless dictated by site procedures.

Event / Action Stage	Expected Time	Actual Time	Observations & Remarks
Emergency detected / simulated			
Alarm / notification initiated			
Emergency response team activated			
Evacuation / response started			
Personnel reached muster / safe location			
Headcount / accountability completed			
Emergency response completed / controlled			
Drill terminated & debrief initiated			

8. EMERGENCY COMMUNICATION EVALUATION

Communication Method Used: ☐ Alarm ☐ Radio ☐ Telephone ☐ PA System ☐ Verbal Notification ☐ Other: _____

Evaluation Item	Satisfactory	Needs Imp.	N/A & Remarks
Alarm / notification was effective & heard	[]	[]	
Emergency message was clear & concise	[]	[]	
Communication reached all relevant personnel	[]	[]	
Communication equipment functioned properly	[]	[]	
Coordination between response teams was effective	[]	[]	

9. EVACUATION & RESPONSE PERFORMANCE EVALUATION

Evaluation Area	Satisfactory	Needs Imp.	N/A & Remarks
Emergency response initiated appropriately	[]	[]	
Personnel followed emergency instructions	[]	[]	
Evacuation routes were clear & accessible	[]	[]	
Muster / assembly area was effective & safe	[]	[]	
Headcount / accountability completed accurately	[]	[]	
Emergency response team coordination	[]	[]	
Emergency equipment available & utilized	[]	[]	
Access for emergency response maintained	[]	[]	
Overall response was organized & calm	[]	[]	

10. EMERGENCY EQUIPMENT & RESOURCES AUDIT

Equipment / Resource Item	Available	Functional	Used in Drill	Remarks & Condition
Fire Extinguishers / Fire Equipment	[]	[]	[]	
First Aid Kits / Medical Equipment	[]	[]	[]	
Rescue Equipment / Harnesses / Stretchers	[]	[]	[]	
Communication Equipment (Radios/Megaphones)	[]	[]	[]	
Emergency Lighting / Signs	[]	[]	[]	
Spill Response Equipment / Kits	[]	[]	[]	

11. QUALITATIVE PERFORMANCE & OBSERVATIONS

What Went Well? (Strengths & positive observations):

What Did Not Go Well? (Operational difficulties encountered):

Observed Gaps / Deficiencies / Bottlenecks:

Good Practices Identified:

12. DRILL EVALUATION SUMMARY

Overall Drill Performance Rating: ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

Emergency Response Readiness Level: ☐ Adequate ☐ Partially Adequate ☐ Requires Improvement

Overall Evaluation Comments & Expert Summary:

13. CORRECTIVE & PREVENTIVE ACTION TRACKING

List specific corrective actions required to address identified deficiencies, assign responsibilities, and track completion status.

No.	Finding / Deficiency Identified	Corrective Action Required	Responsible Person	Target Date & Status
1				
2				
3				
4				
5				
6				

14. LESSONS LEARNED & PROCEDURE REVIEW

Key Lessons Learned:

Recommended Improvements to Emergency Preparedness:

Emergency Procedure / Plan Review Required? ☐ Yes ☐ No ☐ Not Applicable

If yes, Reference Document / Action Required: _____

15. PHOTOGRAPHIC & SUPPORTING EVIDENCE RECORD

Photographs / Supporting Evidence Available: ☐ Yes ☐ No

<i>Drill Photo / Evidence 1</i> <i>[Insert Photograph Here]</i>	<i>Drill Photo / Evidence 2</i> <i>[Insert Photograph Here]</i>
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Photo / Evidence Reference / Folder Link: _____

16. FOLLOW-UP VERIFICATION

Follow-Up Verification Required? ☐ Yes ☐ No

Action / Finding	Verification Method	Verified By	Date	Status

17. DRILL CLOSEOUT & MANAGEMENT APPROVAL

Drill Record Status: ☐ Open – Actions Pending ☐ Closed – Actions Completed ☐ Closed – No Further Action

Approval Role	Name	Signature	Date
Drill Coordinator			
HSE / Management Reviewer			

Final Remarks / Closeout Summary Notes:

18. DOCUMENT REVISION HISTORY

Rev	Date	Description of Change / Revision	Prepared By	Reviewed By
00		Initial Document Issue & Approval		

DISCLAIMER & USAGE NOTICE

This template is provided as a practical HSE management aid and should be reviewed and adapted to the organization's emergency arrangements, applicable requirements, contractual requirements, and site-specific conditions. Drill scenarios, evaluation criteria, response arrangements, and corrective actions should be aligned with the organization's approved emergency response procedures.