

ABC Widget Oilfield Services Ltd. – EMERGENCY DRILL AND EVALUATION REPORT

Facility Location: <i>Red Deer</i>	
<input checked="" type="checkbox"/> Scheduled Drill (complete information below)	<input type="checkbox"/> Actual Emergency (complete information below)
Date of Emergency Drill (DD/MM/YYYY) <i>10/06/13</i>	Date of Emergency (DD/MM/YYYY)
Time: <i>9am</i>	Time:
Date of Security Notification (fire drill only)	Date Accident Investigation Report Completed (DD/MM/YY)
Date of Fire Dept. Notification (fire drill only)	
Evacuation Response Time (From alarm start until roll-call completed at meeting place. If not applicable write 'N/A'. Not required if no evacuation occurred.)	
Time: Started <i>9am</i>	Time: Completed <i>9:15am</i>
Notes: <i>(Injuries, property damage, etc.?)</i> <i>Some diesel fuel leaked into rainwater drain</i>	
Analysis: <i>(What went right? What went wrong?)</i> <ul style="list-style-type: none"> • <i>Frontline staff didn't know who to contact in the event of a 'spill' on-site.</i> • <i>Once notified, shop staff were able to initiate control measures. Spill kit was where it was supposed to be and in good condition.</i> • <i>Proper authorities were 'notified'.</i> 	
Recommended Corrective Actions: <i>(What can be done to make the responses better next time?)</i> <i>Frontline staff in the office are now aware of who to contact for spills but also who to call if they are generally unsure during a unique situation.</i> <i>Planned safety meeting with all office staff to go over all existing emergency procedures for known scenarios.</i>	
Executive Sign Off: <i>Samuel L. Jackson</i>	
Date: <i>June 12th, 2013</i>	