ATTACHMENT III – EMERGENCY RESPONSE EXAM

EMERGENCY RESPONSE EXAM

1. Who makes the determination to evacuate your location?

2. What do you hear if a general evacuation of the building alarm is sounded?

3. During an emergency, who is the highest-ranking emergency person at your location? Give this person’s title:

4. Your Emergency Coordinator is:

5. What number do you dial to report a bomb threat?

6. Fire breaks out in your area and it is out of control. After reporting the fire what should your department do? (check one)
   a. Evacuate immediately
   b. Evacuate only after the evacuation alarm is sounded

7. Remembering that smoke rises, your work area starts to fill up with smoke. You go to your primary exit and find that it is impassable. The smoke is now waist-high. You should: (check one)
   a. Hold your breath and run to the alternate exit
   b. Get under the smoke and crawl to your alternate exit

8. How are you informed that a tornado emergency exists and you are to go to your safe areas?

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9. You find yourself next to a stairway exit door on an upper floor when the evacuation alarm sounds. What is the correct response? (check one)
   a. You check the door to be sure it is safe
   b. You exit immediately through the door without checking

10. Safe areas are part of what emergency action plan?

11. Safe areas are located where in your building?

12. My department assembles where outside during an evacuation?

13. To report a fire, you dial what number?

14. To report a medical emergency, you dial what numbers?
   Internally?
   Externally?

15. My alternative work site location is?
SUGGESTIONS FOR DRILLS AND TESTING

The following information offers tips on conducting drills and testing. Forms are provided to use when evaluating drills and critiquing employee performance and responses. The remainder of this section provides space for your site-specific resources, such as maps of buildings, grounds, and fire detection systems.

Evacuation Drill

Follow these steps and note the following for an evacuation drill:
- Sound evacuation alarm.
- Observe employee response.
- Did searchers operate in pairs?
- Did employees know their assembly area?
- Was a roll call taken?
- Record start and end times of drills.

Tornado Drill

Follow these steps and note the following for a tornado drill:
- Test the communication process of informing your personnel. How did they receive the tornado warning? Remember that in some cases, a warning may not be received for tornado emergencies.
- Did searchers operate in pairs?
- Did everyone get to a safe area?
- Were people assigned the task of shutting off utilities? Did they have the tools they needed to perform the shutoff?

Bomb Threat Drill

Follow these steps and note the following for a phoned-in bomb threat drill:
- Place call.
- Let receptionist/dispatcher or other person receiving the call know this is a drill from the beginning and identify yourself.
- Proceed with the drill.
- Observe if person taking the call recorded the exact message and used the Bomb Threat Checklist to help identify the caller.

Follow these steps and note the following for a suspicious package bomb threat drill:
- Let mailroom or other package handlers know this is a drill.
- Deliver package.
- Observe actions taken when they find the “bomb.”
- Ask what their next action would be. Would they evacuate the building? Would they contact local police?
Medical Emergency Drill

Follow these steps and note the following for a medical emergency drill:

- This drill/exercise should involve those trained and certified employees demonstrating their first aid and CPR skills under emergency-like conditions.
- CPR skills can be practiced on a mannequin.
- Note if participants “called” for help from outside agencies.

Hazardous Materials Emergency Drill

Follow these steps and note the following for a hazardous materials drill:

- Time and practice shutting down the air (ventilation) system and isolating the building.
- Time the length to get to the designated off-site meeting area.
- Make employees aware of the possibility of hazardous material releases from industry or transportation lines, such as highways and railroads.

Armed Robbery Emergency Drill

Follow these steps and note the following for an armed robbery emergency drill:

- In a meeting setting, test employees’ ability to recall descriptions of person(s) witnessed.
- Question them on steps to take in sounding the alarm, securing the scene, and notifying contacts.

Site Security Drill

Observe how guards and receptionists handle persons trying to enter or obtain information about your facility.

Evaluating drills not only provides a strong emergency response, it also lays the groundwork for a successful safety program. Documenting drills also is important for successful compliance with government regulations. The Emergency Response Exercise/Event Documentation Form follows. Use it whenever you conduct a drill.
EMERGENCY RESPONSE EXERCISE/EVENT DOCUMENTATION FORM

All locations should test one or several of their Emergency Response Procedures at least once a year. Actual emergencies can count as drills.

Any questions? If so, contact: 

Facility Location: _______ (Check one) Exercise: _____ Actual Event: _______
Address: __________________________________________
City: ___________________________ State: ___________________________

Manager: ______________________ Phone: ___________ Ext: ____________
Drill Coordinator(s): ________________________________________

Date: ___________ Start Time: ___________ End Time: ___________

# of Employees Assigned to Station: ___________ Approx. # Participating: ___________

Type of Drill(s):
_____ Evacuation _____ Tornado _____ Bomb _____ Medical Emergency
_____ Hazardous Material Emergency _____ Earthquake _____ Robbery _____ Other

Brief Description of Event:
________________________________________________________________
________________________________________________________________
________________________________________________________________

Areas of Operation of Exercise/Event  Initial Response of Personnel  Time Responded By  # of Employees Participating
________________________________________________________________
________________________________________________________________
________________________________________________________________

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Post Critique: Date ________ Time ________ Location ______________________
Attendees:

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Initial Comments and/or Suggestions: ____________________________

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Important: Documentation is required.
cc:  File originals on site
      Attach copies of check-off sheets from roll calls, etc.