

Date Today: Oct 7, 2030

A Quick Emergency Drill Checklist
Before the next drill, ask:

- ☐ What emergency are we testing?
- ☐ What part of the emergency plan are we evaluating?
- ☐ Do employees know the basic emergency procedures?
- ☐ Are evacuation routes clear?
- ☐ Is the assembly area appropriate?
- ☐ Can employees hear or receive the emergency notification?
- ☐ Can supervisors account for their employees?
- ☐ Are visitors and contractors included?
- ☐ Are emergency contacts current?
- ☐ Are emergency supplies available?
- ☐ Did we identify corrective actions?
- ☐ Did someone take responsibility for fixing them?
- ☐ Will we follow up?

***If the answer to that last question is "we'll get around to it,"
put a date on the calendar.***