

 New Zealand DEFENCE FORCE <small>Te Kaitiaki o Aotearoa</small>	DEI C.H.E.S.S. Emergency Drill Report	
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Date:		Document ID#:			Version #:
PVID#:		Contractor/Company Name:			Contractor ID:
Camp/Base:		Location:		Site:	

Evacuation Trial Coordinator:					
Evacuation Trial Observers:					
Wardens:				First Aiders:	
Date:		Time:		Number of involved Workers:	
Nature and summary of emergency trial (fire, chemical, medical event, medical accident, accident):					
Were FENZ notified of the Trial? <small>(04 8010812)</small>		Yes	No	Time Emergency Services called: <small>(this can be a virtual call)</small>	
Who called Emergency Services?:				Full evacuation trial duration:	h m

Debrief Details By:		Date:
Attendees:		

Consider the following questions that should be answered when holding debrief. (Note: this is not a full list of discussion points, if not applicable select N/A or leave blank. If discussed, add details to the report, including any corrective actions or shared learnings to be communicated)

Y N N/A

- Was the alarm heard by everyone on the site?
- Is the type of alarm appropriate (e.g.: voice, air horn, whistle etc) ? (Type:)
- Was the sign in register taken to the evacuation point?
- Were the wardens/ first aiders easily identified during the evacuation?
- How Were the wardens/ first aiders identified (e.g. jerkin colour, arm band etc)?
- Were First Aid kits taken to the evacuation point?
- Did everyone evacuating know where the evacuation point was?
- Is it clearly signposted and shown to all being inducted onto the site?
- Were any personnel identified as requiring assistance (e.g. physically, hearing or visually impaired)?
- Is this covered in your Emergency Response Plan?
- Was a person nominated to meet Emergency Services at the gate to provide directions?
- Did the nominated person go to the gate to meet emergency services?
- Did your trial evacuation meet with the details in your Emergency Response Plan?
- Was the site made safe before evacuation (e.g. chemicals secured, electricity and plant turned off, etc.)?
- How long is the expected delay of Emergency Services? mins
- (This may assist in understanding any further responses required while waiting for Emergency Services.)
- Full Part Was a full site evacuation required or could part of the site continue to operate safely?
- Is a staged evacuation appropriate?

Emergency Drill Report:

DEI C.H.E.S.S.

Emergency Drill Report

#	Corrective Actions:	Assigned to:	Achieve by date:
1			
2			
3			
4			
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18			

Date Action items were completed:	
Date Copy of Emergency Evacuation Trial and corrective actions list was sent to Authorised DEI representative:	