

Workplace Emergency Response Drill (WERD)

Evaluation Checklist

Company Name:		Date:	
Location:			
Facilitator:		Evaluator:	
Date of last WERD and type:			
Type of emergency drill today:			
Fire	Medical	Earthquake	HAZMAT
			MIA

Participants:			
Name	Signature	Name	Signature

Part 1
Purpose of the emergency drill is adequately explained to workers:
All workers are participating in the drill:
Participants clearly understand who the designated first aid person:
Participants are knowledgeable of first aid equipment location:
A communication plan is in place for contacting emergency services and/or the first aid person:
Call to emergency services is done in a timely manner:
Chain of command is followed;

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Participants give emergency services clear direction to location:
Participants follow instructions of first aid person or designated person in charge:
Participants are aware of the accident/incident scene hazards:
Accident scene assessment is satisfactory:
Evacuation is achieved safely and efficiently:
Participants are knowledgeable of designated muster areas:
All workers/participants/visitors are accounted for:
Participants are aware of the “missing employee” procedures:
Part 2
Emergency Response Plan (ERP) contains relevant emergency contact information:
The ERP contains directions to the site from the nearest hospital:
The ERP is clearly written and easy to follow:
The ERP clearly identifies evacuation routes and muster areas:

*Additional Comments

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