

Environmental Emergency Response Drill Checklist

DRILL DETAILS

Drill Name	<input type="text"/>	Date	<input type="text"/>
Location	<input type="text"/>	Drill Coordinator	<input type="text"/>
Scenario	<input type="text"/>		
Participants	<input type="text"/>		

PRE-DRILL PREPARATION

#	Checklist Item	Completed	Comments
1	Notify all participants of the drill date, time, and location	<input type="checkbox"/>	<input type="text"/>
2	Ensure all required equipment is available and operational	<input type="checkbox"/>	<input type="text"/>
3	Review emergency procedures with all involved parties	<input type="checkbox"/>	<input type="text"/>
4	Safety brief to all participants	<input type="checkbox"/>	<input type="text"/>
5	Arrange for observers and evaluators	<input type="checkbox"/>	<input type="text"/>

DRILL EXECUTION

#	Checklist Item	Completed	Comments
1	Initiate the emergency scenario	<input type="checkbox"/>	<input type="text"/>
2	Participants respond per procedures	<input type="checkbox"/>	<input type="text"/>
3	Notify relevant authorities/agencies if required	<input type="checkbox"/>	<input type="text"/>
4	Deploy and operate response equipment	<input type="checkbox"/>	<input type="text"/>

5	Account for all personnel	<input type="checkbox"/>	<input type="text"/>
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POST-DRILL REVIEW

#	Checklist Item	Completed	Comments
1	Debrief participants and evaluators	<input type="checkbox"/>	<input type="text"/>
2	Document lessons learned and improvement actions	<input type="checkbox"/>	<input type="text"/>
3	Return all equipment to storage and check functionality	<input type="checkbox"/>	<input type="text"/>
4	Update emergency response plans as needed	<input type="checkbox"/>	<input type="text"/>

ADDITIONAL NOTES