

# All Together Now:

## All-Staff Emergency Drill Practice

Emergencies can be hectic, chaotic, and disorienting. Emergency drills are an important part of training for workplace emergency preparedness and response.

Emergency drills:

- Provide practical experience,
- Offer insights on improving emergency procedures, and
- Help workers act efficiently and effectively when it matters most.

Complete this activity at your workplace to practice and review an emergency drill.

### Instructions

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Pick an emergency that is most impactful to your workplace (e.g., fire, tornado, etc.) and schedule a drill. Follow your workplace's policies and procedures.

Schedule a meeting with managers and the safety committee/safety lead after the drill. At this meeting, review observations and workers' feedback for improvements to emergency drill training.

### Staff Activity Roles

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There are three different roles in this activity. The roles align with assigned workplace responsibilities. There are worksheets available for all roles to complete.

**Workers:** Workers participate in the drill, then respond to the Emergency Drill Improvement Survey.

**Safety Leads:** Safety leaders (e.g., safety committee, team leads, etc.) will observe the drill and note their observations.

**Managers:** Managers will participate in the drill as usual, then have their workers fill out the Emergency Drill Improvement Survey. They will work with the safety committee or safety lead to identify potential improvements.



## Workers: Emergency Drill Improvement Survey

Think about your experience in our most recent emergency drill to answer the following questions. Your responses are anonymous and will help improve our emergency response training and drill exercises.

### How did you feel during the emergency drill?

Mark one column for each emotion in the first column.

	Not at all	Very Little	Somewhat	Very	Extremely
Confident					
Confused					
Anxious					
Competent					
Efficient					

Use the space below to explain any of the responses to the above question:

**Did you feel unsure of what to do at any point in the drill? To the best of your ability, explain when this was.**

**Have you experienced this drill or received training for it prior to this one? Provide details if you are able.**

**Anything else you'd like us to know or suggestions for improvement?**



## Safety Leads: Compare Theory to Practice

Before the drill, use the table below to list the order of procedures that the workplace *should* follow in an emergency (column 1). During the drill, use the checklist to mark what happens (column 2). After the drill, review the checklist and add any additional notes or thoughts about what you observed (column 3). If you can't observe all parts of a drill, ask others about their experience. Be sure to explain that you are recording what happened to help improve emergency procedures.

Procedure/Step	Completed in Drill	Notes
<i>Ex. Supervisors accounted for staff at assembly location</i>	✓	<i>Ex: one supervisor didn't have their staffing clipboard but used phone list instead – follow up</i>



## Managers: Review Reports and Observations for Improvements

Participate in the drill as you typically would. After the drill, provide workers with the Emergency Drill Improvement Survey. Collect and review their answers along with the Safety Leader's checklist. Work with other managers and the safety team to identify and implement any improvements.

Evaluation from Reports	How to Improve?	Next Step	Additional Notes
<i>Ex: Workers weren't sure if they should go to north or south stairs to exit</i>	<i>Ex: Train workers to use closest stairs and walk outside to meeting location</i>	<i>Ex. Managers will discuss and practice with their teams at next safety meeting.</i>	<i>Ex: Stairs could become a bottleneck if we increase staff</i>

