

Emergency Response and Evacuation Procedures Test – Follow Through Activity

Description of Exercise:	Emergency Response and Evacuation Procedures Test
Date of Test:	
Time the Test Started and Ended:	
Test was:	Announced or Unannounced

Did we meet our goals? Yes or No

1. I am responsible for protecting myself.	Yes or No
2. I am responsible for protecting others in my care. (as much as is reasonable and safe)	Yes or No
3. I am responsible to account for others in my charge.	Yes or No
4. I am responsible to do my part in business continuity.	Yes or No
Emergency Response identifies the steps required to respond immediately to an incident in order to safeguard life and, if safe to do so, limit damage to the site.	
5. List three things you can do in response to each of these situations: 1) Fire/Fire Alarm 2) Severe Weather 3) Active Violence.	
1) Fire/Fire Alarm	
2) Severe Weather	
3) Active Violence	
Crisis Management sets out the action needed to mitigate or reduce the sources, size and effect of a crisis, manage the impacts, aid recovery and exploit opportunities. It must include communications with all stakeholders and dealing effectively with the media.	
6. How should you respond to questions about the incident?	
Business Recovery provides the capability to recover business activities before the impact of their loss causes irrevocable damage and to restore an acceptable level of service to clients, customers, and other business partners.	
7. List three things you can do to temporarily restore business operations after an incident?	
1)	
2)	
3)	
8. I would like more information about . . .	

Use additional paper if needed.