

## **Division/Section Local Drill Program**

### 1.1 Local Drill Program

### 1.2. ES&H Section Responsibilities

The ES&H Section Head is responsible for ensuring the development and coordination of all Emergency Management programs at Fermilab. Included in this responsibility is planning, and conducting drills and exercises; providing follow-up corrective actions; and initiating improvements to the emergency management program.

### 1.3. Deputy Head, ES&H

The Deputy Head ES&H is responsible for supervising and ensuring an effective emergency response program is maintained at the Laboratory.

### 1.4. ES&H Emergency Planning Coordinator

Responsible for maintaining an effective emergency program and to provide assistance to the Divisions and Sections in planning, preparation, conduct, and control of local drills and to provide recommendations on improvements to the local program.

## 2.0 Division/Section Responsibilities

Every occupied building, having a Local (facility) Emergency Plan/Procedure will participate in a fire evacuation and tornado sheltering drill on an annual basis. The fire drill should coincide with the annual Fire Prevention Week, normally held during the first two weeks of October. The tornado drill should coincide with the first Tuesday of the month at 10:00 a.m. of the State Tornado Awareness Week

It is recommended that at least once a year, every occupied facility having a Local Emergency Plan, conduct a local drill involving an incident listed in their Plan, other than fire or tornado. Examples may include but are not limited to: personal injury, chemical spill, etc.

### 2.1 Mobility Impaired Personnel (short or long-term)

Persons with a problem which prevents them from quickly and safely evacuating an area or if such action would cause additional injury to the employee.

2.1.1. A Mobility Impaired Person is someone Personnel falling into the above category are advised to report to the FNAL Medical Office to have their condition evaluated by the Site Occupational Medical Director.

2.1.1.1 On completion of the evaluation by the Site Occupational Medical Director a Form-5 will be generated that indicates that a mobility problem exists.

2.1.1.2. Employee will provide their supervisor the Form-5 (See FESHM 3020).

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- 2.1.1.3. The Supervisor is responsible for informing the warden(s) of any restrictions placed on the employee that may limit participation in drills or would require accommodation during an actual emergency.
- 2.1.1.3. During drills or actual events, wardens are to report the location of the employee in accordance with local procedures to the Facility Representative/Incident Commander.

## 2.2 Drills may be conducted as:

**A tabletop drill** is an activity in which personnel are presented with simulated emergency situations. It is usually informal, held in a conference room environment, and designed to elicit constructive discussion by the participants as they attempt to examine, and then resolve, emergency situations based on the ERP and emergency operations procedures. The purpose of this type of drill is to allow participants to evaluate an emergency with a given set of conditions. They discuss the information and resolve concerns related to issues such as, mitigating actions, protective action decisions and assignment of responsibilities in a non-stressful environment.

A tabletop should begin with a simulated event that is usually described in a narrative with optional accompanying maps, charts, etc. The purpose is to create a simulated emergency scenario to which players respond relative to their emergency responsibilities in a real event. Discussion takes place among the participants to solve the problems presented using the resources normally available to them during an emergency. The tabletop drill is a deliberate attempt to examine basic emergency management response and resource allocation problems without concern for pressure induced by time constraints, individual stress, or the ongoing emergency events. Individuals are encouraged to discuss decisions in depth with emphasis on slow-paced problem solving rather than rapid, spontaneous decision-making. Other activities can be inserted into the tabletop drill to increase the level of stimulus for response, such as, distribution of messages that alter conditions.

**Functional Drill** tests the overall capability of the occupants/wardens and selected personnel to perform its intended function of mitigating an abnormal occurrence and protecting the health and safety of workers. Exercises are conducted for purposes of training on-site personnel and organizations. They provide a method to demonstrate response capabilities for internal and external evaluation and to determine improvements to the emergency management programs of the participating organizations. Exercises are simulated emergencies based on a credible scenario using pre-determined messages, written and oral, to direct and control player response and the decision-making process. Functional Drills are designed to create a small amount of stress by requiring players to respond to the messages, intensity of actions, complexity of decisions, and/or requirements for coordination, by simulating realism to the maximum extent possible.

**Actual emergency.** An actual emergency requires an immediate response by the building occupants and FNAL Emergency Response Organization. During or immediately after the incident, Safety personnel should review that buildings emergency procedures and then meet with occupants and responders to determine what took place and as required modify, update or share lessons learned.

Buildings that are classified as residential (i.e. single family, multiple family and dorms) are exempt from physically participating in annual drills. In lieu of drill participation, occupants need to receive refresher training/information on appropriate actions required in a fire, severe weather, personnel injury and other potential events on an annual basis or more frequently as occupancy changes. This provision does not extend to the working portions of the Lab.

Mass mailing/handouts to an (occupied) building's tenants is NOT a drill and will not be accepted as such.

It is recommended for those areas operating on a shift schedule, that drills be rotated to include each shift. Those shifts not participating in the drill should, at the minimum, be briefed on lessons learned from the drill. Non-participating shifts should be schedule to participate in the next series of local area drills.

Multiple tenant facilities will be required to implement the provisions of this appendix under the guidance of the landlord Division/Section.

Drills for buildings with multiple functions/groups should be based on how the building is alerted to an emergency. If the activation of a fire alarm alerts all occupants of the building then the drill should reflect this in its execution. Training of subordinate groups is fine, but must not be mistaken for a drill.

For any drill, which is initiated by the Laboratory alerting systems (monthly SEWs test or the annual tornado drill) Division/Sections will need to ensure that prior to the drill, safety personnel, building managers, wardens and the occupants are informed as to what is expected of them during the drill.

In order to manage the drill requirements of personnel and facilities, it is recommend that a matrix be developed that identifies the facility, possible emergency scenarios and personnel assigned. As with the above paragraph, a small drill can occur, effectively discounting the involvement of 95% of the building occupants. If this is the case, those personnel not participating in the drill should, at the minimum, be briefed on lessons learned from the drill. Non-participating personnel should be scheduled to participate in the next series of local area drills.

Recommended Local Facilities Drill Matrix

Only those dangers possible in a facility should be tested

Local Drill Topic	Eligible Participants	Planners	Frequency	Train or Drill	Driver
<i>Fire*</i>	Occupied Bldgs	Div/Sec	Annual (1 <sup>st</sup> week of October)	Drill	NFPA 101 (BOCA)

<i>Tornado*</i>	Occupied Bldgs	Div/Sec	Annual (1 <sup>st</sup> Tues at 10:00 a.m. of the designated month)	Drill	Good Practice
<i>HazMat</i>	Selected area /personnel where threat exists	Div/Sec	Annual rotating schedule (once every 4 years)	Drill	Good Practice
<i>Radiation Exposure or Contamination</i>	Selected area /personnel where threat exists	Div/Sec	Annual rotating schedule (once every 4 years)	Drill	Good Practice
<i>Medical Personal Injury*</i>	Selected area /personnel where threat exists	Div/Sec	Annual rotating schedule (once every 4 years)	Drill	Good Practice
<i>Oxygen Deficiency Hazards</i>	Selected area /personnel where threat exists	Div/Sec	Annual rotating schedule (once every 4 years)	Drill	Good Practice
<i>Other as identified by the Div/Sec</i>	Selected area /personnel where threat exists	Div/Sec	Annual rotating schedule (once every 4 years)	Drill	Good Practice

\*Approved drill packages containing objectives, checklists, evaluation forms are available from the ES&H for local use.

### Specialty Area Drill Matrix<sup>1</sup>

Drill Topic	Eligible Participants	Planners	Frequency	Train or Drill	Driver
<i>Hazardous Waste Facility (RCRA)</i>	HWSF personnel, FFD, Security, MABAS	Div/Sec	Annual	Drill	29 CFR 1910.120
<i>DayCare Center</i>	DayCare	Daycare	Ten (10) fire evacuation drills per year	Drill	NFPA 101 Chap 31 (BOCA)
<i>Auditorium</i>	Guests	Lab Services	Every event (announcement on fire-evacuation instructions)	Train	NFPA 101 Chap 31 (BOCA)

<sup>1</sup>The group mandated by law to conduct the listed drill will be responsible in planning, coordinating, conducting, evaluating and recording the results of the required drills. Assistance from ES&H will be available.

### 3.0. Division/Section Drill Support and Planning Requirements

All planning, coordination, safety, evaluation and administrative requirements can be obtained from the Drill and Exercise Manual Revision 2.

To support the conduct, planning and evaluation of local area drills conducted by the Divisions and Sections, ES&H will provide evaluation and objective templates for fire, tornado, personal injury, and threat occurrences.

Divisions and Sections may request logistical support from ES&H in developing local drills.

Local drills involving multiple Divisions, Sections or requesting the use of any portion of the Emergency Response Organization will be coordinated through the ES&H.

### NOTE

At no time will mobility impaired personnel be required to physically negotiate stairs as part of an evacuation or sheltering drill.

At no time will untrained, well-meaning personnel attempt to physically move mobility impaired personnel up or down stairs.

Drills in which evacuation or sheltering is required, mobility impaired personnel are expected to participate within reason and common sense.

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## EXAMPLES

Tornado sheltering drill in Wilson Hall in which movement to shelter is required. Mobility impaired personnel would move to the washrooms.

Fire evacuation drill in Wilson Hall, mobility impaired personnel on the “fire” floor would be moved into the south stairwell. Mobility impaired personnel within the evacuation zone which are not immediately threatened would move to the south stairwell and remain outside the stairwell and move into the stairwell if conditions worsen.

Wardens would report the person and their location to the FFD IC via the FE Building Representative.

## NOTE

### 3.1. Critical Systems and Facilities

Any local drill involving Wilson Hall, the Village as a whole, areas subject to large numbers of visitors or involve key Laboratory systems (roads, power, emergency warning devices, etc.) will require the involvement of the ES&H.

Under the provision of this paragraph, if the request for a drill is found to be valid, ES&H will attempt to maximize the participation by on and offsite emergency response personnel, equipment and systems.

### 3.2. Division/Section Drill Evaluation

All Division/Section drills will be required to have evaluator(s) in order to objectively evaluate the performance of personnel and the condition of equipment.

#### Evaluators:

- will be identified, designated and trained prior to participating in the drill.
- must be familiar with procedures/routines that they will be evaluating.
- will wear distinctive hat, badge or arm band identifying their role.
- will act as general safety personnel for the event.
- will record events on attached formats.
- will hold a critique at the conclusion of the drill in order to solicit comments from the participants and to inform them of any notable performance.
- will have all participants sign the attendance/participation log sheet for Division/Section tracking.
- will submit reports along with any comments gained from the debriefing to the Division/Section SSO for review and action as appropriate.

Evaluator instructions may be found the in the Drill and Exercise Manual Rev 2 and will be provided for in each drill by the sponsoring agencies.

### 3.3. Division/Section Drill Control/Evaluation

All Division/Section drills will be required to have controller(s) in order to control the flow of events, and to ensure the safety of personnel and equipment. Specific controller instructions may be found the in the Drill and Exercise Manual Rev 2 and will be provided for in each drill by the sponsoring agencies.

All Division/Section drills will be required to have evaluator(s) in order to evaluate actions being taken during the conduct of the drill. Specific evaluator instructions may be found the in the Drill and Exercise Manual. Evaluators will be provided evaluation forms for each drill by the sponsoring agencies.

### 3.4 Division/Section Drill Objectives

All Division/Section drills should have objectives which are readily observable, measurable and quantitative in order for evaluators to measure the level of compliance, performance and adherence to procedures. Each objective should include the task to be accomplished, the conditions under which the task is to be performed and the conditions which must be accomplished. The sponsoring agency will provide measurable objectives for all drills that will be used by drill evaluators.

### 3.5 Division/Section Drill Required Drill Documentation

All Division/Section drills will have an approved ES&H reviewed scenario, objectives, evaluation and critique checklist prior to conducting the drill. Approved local area drill packages are available at Attachment A.

A completed drill sheet will be for a single building and a single drill. Tenants will submit completed drill sheets to the landlord. The landlord will provide to ES&H a single coordinated report for the facility and its tenants.

An electronic copy of the drill sheet is available through the ES&H Homepage under Emergency Info header at the Emergency Preparedness forms.

#### 3.5.1. Division/Section Drill Critique /Reporting Requirements:

Evaluators will record pertinent comments and their observations on the provided evaluation document.

The Division/Section SSO will review and as appropriate make comment and take action on the problem, issue or finding identified by the evaluator. The Division/Section will indicate what corrective action is being taken or their response to the comment on the form. In the event there

are no actions required. A statement of “no action required” is sufficient and the signature, employee number and date of review will be placed onto the document.

Division/sections will be required to place any problem, issues or finding into the frESHTRK database system and utilize this system to track the problem, issues or finding to closure.

The drill reports will be submitted to the ES&H (MS119), no later than 5 working days after the drill.

### 3.5.2. Program Monitoring and Tracking

Divisions and Sections should maintain a local drill folder. Use the provided drill forms to record the conduct, results of the drill and to capture any participant comments. It is recommended that a participation/attendance drill sheet be attached to each form.

It is recommended that drill credit be taken for actual emergencies that require the implementation of any portion of a Local Area Emergency Plan, by completing the appropriate drill form, retaining it in local file and submitting a copy to the ES&H.

Any findings as a result of a drill or actual event will be placed into frESHTRK, assigned and tracked until issue is resolved.

Completed forms will be submitted to ES&H within five days of the drill.

### 3.5.3. Input into frESHTRK

All local drill deficiencies will be placed into the ESHTRK system for monitoring by the Division/Section conducting the drill.

### 3.5.4. Drill Credit for Actual Emergencies

It is recommended credit be taken for actual emergencies occurring within the facility. Division/Section personnel should review the incident in a timely manner for lessons learned, share the results, correct any problems noted. The appropriate drill sheet may be used to capture this information, along with the narrative from the actual run-report. Completed sheets are to be submitted to the ESH Emergency Planner as soon after the incident as possible for reporting purposes.

Any problem, issue or finding identified as a result of an actual event will be entered into frESHTRK. The submission of an actual event for drill credit will require authentication by the Div/Sec SSO as described in paragraph 3.5.1.

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APPENDIX A  
DRILL PACKAGES

# Drill Packages

## TABLE OF CONTENTS

Local Drill Objective and Evaluation Instructions

Fire

Tornado

Personal Injury

Others are available on-line

## Local Drill Objective and Evaluation Forms

The attached documents are provided as a convenience to the local facilities to assist in planning, coordinating, execution and evaluation of local area drills. These forms may also be found on-line on the ESH homepage-Emergency Info Tab.

Recommended procedures:

1. Select the scenario to be tested.
2. Review the pre-drill requirements located on the Drill Critique Sheet.
3. If any response is marked "NO" then provide for, as appropriate, the rewrite, review or training of personnel BEFORE conducting the drill.
4. If the Fire Department, Security or Communications Center participation is requested, then coordination with the ES&H is required.
5. After a review of the local area plan, facility and personnel skills, the facility planner, using the task sheet, should review each task to be accomplished. Standards are written in a manner which permits the local planner to insert the times and measurable performance requirements most appropriate for their facility. The time element is a best guess ideal of how long a process would take. During the execution portion of the drill, the evaluation process will either confirm or reject this standard. This validation will result in a more realistic understanding of the local emergency response mechanism.
6. Results of the drill will be recorded on the Critique form along with comments from participants, and significant issues and retained by the Division/Section
7. An attendance/training roster will be completed, identifying all personnel having participated in the drill and retained by the Division/Section.
8. A copy of the completed drill form will be submitted to the Division/Section SSO at the conclusion of the drill.
9. The Div/Sec SSO will review the document for any issues, concerns or problems. If any are found The Division/Section will indicate what corrective action is being taken or their response to the comment on the form.
10. In the event there are no actions required. A statement of "no action required" is sufficient and the signature, employee number and date of review by the Div/Sec SSO will be placed onto the document.

11. Division/sections will be required to place any problem, issues or finding identified as a result of the drill or actual event into frESHTRK database system and utilize this system to track the issue to closure.
12. The drill reports will be submitted to the ES&H (MS119), no later than 5 working days after the drill.

## SAMPLE SCENARIOS

**TASK:** Identify and respond to a fire related emergency situation within the work area.

**CONDITION:** Given the existing facility, equipment, Local Area Plan, functional telephone and fire alarm system during normal work hours.

**GOAL:** Within ( ) Minute(s), identify the threat and react utilizing either the fire alarm or telephone system.

Use of the Fire Alarm: Pull fire nearest fire alarm, then call 3131 from a safe location and provide the Comm Center with: Your name, location of facility and nature of problem.

Use of the Telephone: Shout "FIRE" to alert personnel, then call 3131 from a safe location, and provide the Comm Center with: Your name, location of facility and nature of problem.

**TASK:** Individual evacuation from building and reporting to the assembly point for accountability.

**CONDITION:** Given the existing facility, exit plan and the Local Area Plan during normal work hours, and having received either a verbal or warning signal to evacuate.

**GOAL:** Within ( ) minutes, individuals will move from work area along the approved egress routes to building exits , gather at the Assembly Point and be accounted for by a facility representative.

**TASK:** Emergency Warden evacuation of building and accountability of personnel.

**CONDITION:** Given the existing facility, exit plan and the Local Area Plan during normal work hours and having received either a verbal or warning signal to evacuate.

**GOAL:** Within ( ) minutes, after activation of the emergency sequence the Emergency Warden will move from work area along the approved egress routes to legitimate building exits , insuring all personnel have departed the facility and have gathered at the Assembly Point. Warden shall account for personnel through a negative accountability report and be prepared to brief the Emergency Responders. Note: negative accountability--(i.e. building is clear of personnel to the best of their knowledge.)

**TASK:** Emergency Warden reporting personnel status to responders.

**CONDITION:** Given the existing facility, exit plan , Local Area Plan and personnel at the assembly point during normal work hours.

**GOAL:** Within ( ) minutes, of the arrival of emergency services (Fire) the Emergency Warden will provide personnel status (negative accountability) to the senior responder at the Incident Command Post.

**TASK:** **Control of personnel at assembly point.**

**CONDITION:** Given the existing facility, exit plan, Local Area Plan and personnel at the assembly point during normal work hours.

**GOAL:** Designated Div/Sec personnel will retain control of facility personnel while in the assembly area, insuring : 1) personnel do not reenter the facility without expressed approval of emergency responders. 2) during inclement weather, personnel are moved to a designated protected area or 3) released from area with expressed permission of Division Head.

# FIRE Drill Critique Sheet

Print Form

**For actual events use the ACTUAL Critique Sheet**

<b>Div/Section:</b>		<b>Drill Method</b>	
<b>Location Building Name</b>		<b>FIMS</b>	<b>Drill Date</b>

## Situation to be simulated

A simulated fire situation involving, combustible, non-hazardous materials occurred in the workplace producing smoke and flame (simulated) **or the activation of the Fire Alarm System has occurred requiring** the unconditional response of on-duty personnel.

## Pre-Drill Requirements

Review Local Procedures for:	Yes	No*	Comments
Have the local procedures remain unchanged?	<input type="checkbox"/>	<input type="checkbox"/>	
Are posted maps, instructions, signs up to date?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the egress routes clear and passable?	<input type="checkbox"/>	<input type="checkbox"/>	
Has an Assembly Point been identified ?	<input type="checkbox"/>	<input type="checkbox"/>	
Have the procedures and assembly location been reviewed with your personnel?	<input type="checkbox"/>	<input type="checkbox"/>	

**Coordination w the ES&H is required if you would like Fire, Security or Comm Center participation**

\*If any column is checked "NO", update the procedures and train your personnel before conducting a drill.

Refer to EPLAN Appendix E Para 3.0.

Division/Section Drill Support and Planning Requirements for mobility impaired personnel

## Drill Evaluation

SELECTED APPROPRIATE RESPONSE

<p>Notification made to Comm Center ? <input style="width: 80%;" type="text"/></p> <p>Alarms working and audible ? <input style="width: 80%;" type="text"/></p> <p>Movement orderly, per Plan ? <input style="width: 80%;" type="text"/></p> <p>Follow up Phone call to Comm Center ? <input style="width: 80%;" type="text"/></p> <p>Was facility swept by Emergency Warden? <input style="width: 80%;" type="text"/></p> <p>Did personnel meet at Assembly Point? <input style="width: 80%;" type="text"/></p> <p>Was a Negative Accountability rendered to the IC? <input style="width: 80%;" type="text"/></p> <p>Did the Emergency Warden coordinate with Responders* <input style="width: 80%;" type="text"/></p>	<p style="text-align: center;"><b>Drill Times</b></p> <p>Alarm was activated at: <input style="width: 80%;" type="text"/></p> <p>Local Negative Accountability Completed at: <input style="width: 80%;" type="text"/></p> <p>Fire Department Arrived at: <input style="width: 80%;" type="text"/></p> <p>Fac Rep renders accountability to FFD at: <input style="width: 80%;" type="text"/></p>
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- Only if approval from the ES&H has been received, otherwise calls and activation of local warning devices are to be simulated.

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**OVERALL DRILL RATING:**

**DRILL RECOMMENDATIONS/COMMENTS**

Person Completing Form

Date Completed

**Building Manger submit form to your Division/Section SSO at conclusion of the drill**

**CORRECTIVE ACTION PLAN  
TO BE COMPLETED BY SR. SAFETY OFFICER  
all issues are to be entered into frESHTRK**

**TOPIC**

**Assigned To:**

**Proposed Completion Date**

**ADDITIONAL COMMENTS/LESSONS LEARNED :**

Senior Safety Officer submit to the ES&H acknowledging review of document and appropriate action taken. If no action required state "no action" sign and date then submit to ESH within 5 working days of drill

**Print Form**

**TASK: Individual response to tornado sheltering message begin movement to designated shelter area**

**CONDITION:** Given the existing Sitewide Emergency Warning System and the Local Area Plan during normal work hours. while under a tornado warning

**GOAL:** Within ( ) minutes, individuals will move from their work area along the approved egress routes to assemble at the designated tornado shelters and be accounted for by a facility representative.

**TASK: Emergency Warden evacuation of building and ~~accountability~~ of personnel.**

**CONDITION:** Given the existing facility and the Local Area Plan during normal work hours, while under a tornado warning.

**GOAL:** Within ( ) minutes, after activation of the instructions to seek shelter the Emergency Warden will move from work area along the approved egress routes to insure all personnel have departed the work area, and are moving towards designated shelters. Upon arrival at shelter site the emergency warden shall account for all personnel in the shelter.

**TASK: Emergency Warden control of personnel in the shelter.**

**CONDITION:** Given the existing facility, Local Area Plan and personnel in designated shelters, during normal work under a tornado warning.

**GOAL:** Emergency Warden will retain control and accountability of facility personnel after taking attendance, insuring personnel do not exit the shelter without first having received release instructions from the Incident Commander via the Sitewide Emergency Warning System..

**TASK: Return to place of work after the storm**

**CONDITION:** Given the receipt of release instructions, personnel in designated shelters during normal work hours.

**GOAL:** Prior to departing the shelter, Emergency Warden will advise and caution all personnel as to potential dangers caused by the storm. Instructions will include notification requirements if unsafe/dangerous situations are discovered. As required Emergency Director will coordinate with appropriate Fermilab agencies to correct problems identified.

# Tomado Drill Critique Sheet

*For actual events use the ACTUAL Critique Sheet*

<b>Div/Section:</b>	<input style="width: 95%;" type="text"/>	<b>Drill Method</b>	<input style="width: 95%;" type="text"/>
<b>Location Building Name</b>	<input style="width: 95%;" type="text"/>	<b>FIMS</b>	<input style="width: 95%;" type="text"/>
		<b>Drill Date</b>	<input style="width: 95%;" type="text"/>

## Situation to be simulated

A weather situation involving the sighting of a tornado in close proximity to FNAL by trained weather spotters has occurred. The tornado is moving towards the Lab, the Tornado Warning has been issued by the Comm Center via the Sitewide Emergency Warning System.

## Pre-Drill Requirements

Review Local Procedures for:	Yes	No*	Comments
Have the local procedures remain unchanged?	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 95%;" type="text"/>
Are posted maps, instructions, up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 95%;" type="text"/>
Are the egress routes clear and passable?	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 95%;" type="text"/>
Has the Shelter been identified and marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 95%;" type="text"/>
Have the procedures and Shelter location been reviewed with your personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 95%;" type="text"/>

**Coordination w ES&H p is required if you would like Fire, Security or Comm Center participation**

\*If any column is checked "NO", update the procedures and train your personnel before conducting a drill.

*Refer to EPLAN Appendix E Para 3.0.*

*Division/Section Drill Support and Planning Requirements for mobility impaired personnel*

## Drill Evaluation

SELECTED APPROPRIATE RESPONSE

<p>Was the warning signal/instructions received? <input style="width: 40px;" type="text"/></p> <p>Did the Warden sweep the area? <input style="width: 40px;" type="text"/></p> <p>Movement to shelter along approved routes? <input style="width: 40px;" type="text"/></p> <p>Is shelter of sufficient size ? <input style="width: 40px;" type="text"/></p> <p>Have special needs been identified for shelter? <input style="width: 40px;" type="text"/></p> <p>Did the Warden use available systems to monitor the situation? <input style="width: 40px;" type="text"/></p>	<h3 style="margin: 0;">Drill Times</h3> <p>Alarm was activated at: <input style="width: 60px;" type="text"/></p> <p>Warden Sweep of area completed at: <input style="width: 60px;" type="text"/></p> <p>Last person entering the shelter was at: <input style="width: 60px;" type="text"/></p>
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- Only if approval from the ES&H has been received, otherwise calls and activation of local warning devices are to be simulated.

Drill  
Controller(s)

Drill  
Evaluator(s)

**OVERALL DRILL RATING:**

**DRILL RECOMMENDATIONS/COMMENTS**

Person Completing Form

Date Completed

**Building Manager submit form to your Division/Section SSO at conclusion of the drill**

**CORRECTIVE ACTION PLAN  
TO BE COMPLETED BY SR. SAFETY OFFICER  
ALL FINDINGS ARE TO BE ENTERED INTO frESHTRK**

**TOPIC**

**Assigned To:**

**Proposed Completion Date**

**ADDITIONAL COMMENTS/LESSONS LEARNED:**

Senior Safety Officer submit to the ES&H acknowledging review of document and appropriate action taken. If no action required state "no action" sign and date then submit to ESH within 5 working days of drill

**Print Form**

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**TASK:** Identify and respond to a personnel injury related emergency situation within the work area.

**CONDITION:** Given the existing facility, equipment, Local Area Plan, functional telephone system during normal work hours.

**GOAL:** Within ( ) Minute(s), identify the medical emergency and react utilizing the telephone system to call for help

Using the telephone, dial 3131, provide the Comm Center with Your name, location of facility and nature of the injury

**TASK:** Individual notification of building Emergency Warden of injury to co-worker

**CONDITION:** Given the existing facility and the Local Area Plan during normal work hours.

**GOAL:** Within ( ) minutes, individual will notify the building Emergency Warden of injury.

**TASK:** Emergency Warden positioning of personnel outside of building to guide fire department to victim.

**CONDITION:** Given the existing facility and the Local Area Plan during normal work hours.

**GOAL:** Within ( ) minutes, of the notification of the injury, the Emergency Warden will position person(s) outside of facility in order to direct fire department personnel to victim.

**TASK:** Qualified person(s) render immediate life safety measures, CPR, stop the bleeding, treat for shock.

**CONDITION:** Given the existing facility, injured person, Local Area Plan and personnel at the facility during normal work hours.

**Goal:** Within ( ) minutes of discovering the injured person only a qualified personnel will begin to treat the injury based on level of training and nature of injury.

# Injury Drill Critique Sheet

For actual events use the ACTUAL Critique Sheet

<b>Div/Section:</b>	<input style="width: 95%;" type="text"/>	<b>Drill Method</b>	<input style="width: 95%;" type="text"/>
<b>Location Building Name</b>	<input style="width: 95%;" type="text"/>	<b>FIMS</b>	<input style="width: 95%;" type="text"/>
		<b>Drill Date</b>	<input style="width: 95%;" type="text"/>

## Situation to be simulated

A simulated severe/traumatic injury to person(s) in the workplace as a result of some event requiring the unconditional response by person(s) present. No other situations (fire, chemical spill, etc) are present to complicate the drill.

## Pre-Drill Requirements

Review Local Procedures for:	Yes	No*	Comments
Have the local procedures remain unchanged?	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 95%;" type="text"/>
Are posted maps, instructions, signs up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 95%;" type="text"/>
Are the egress routes clear and passable?	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 95%;" type="text"/>
Has an Assembly Point identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 95%;" type="text"/>
Have the procedures and Assembly Point location been reviewed with your personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 95%;" type="text"/>

**Coordination w the ES&H is required if you would like Fire, Security or Comm Center participation**

\*If any column is checked "NO", update the procedures and train your personnel before conducting a drill.

Refer to EPLAN Appendix E Para 3.0.  
Division/Section Drill Support and Planning Requirements for mobility impaired personnel

## Drill Evaluation

Task	SELECTED APPROPRIATE RESPONSE
Notification to Comm Center	<input style="width: 40%;" type="text"/>
Were immediate life safety steps taken?	<input style="width: 40%;" type="text"/>
Was a person designated to meet the FFD at the entrance to guide them to the victim?	<input style="width: 40%;" type="text"/>
Was the immediate area cleared of "onlookers"?	<input style="width: 40%;" type="text"/>
Were the responders escorted to the victim?	<input style="width: 40%;" type="text"/>
Did the Emergency Warden coordinate with Responders*	<input style="width: 40%;" type="text"/>

  

Drill Times	
Time victim was identified	<input style="width: 60%;" type="text"/>
Time call placed to 3131	<input style="width: 60%;" type="text"/>
Personnel present qualified to render first aid?	<input style="width: 60%;" type="text"/>
Time FFD at Victim:	<input style="width: 60%;" type="text"/>

\* Only if approval from the ES&H has been received, otherwise calls and activation of local warning devices are to be simulated.

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Drill  
Controller(s)

Drill  
Evaluator(s)

**OVERALL DRILL RATING:**

**DRILL RECOMMENDATIONS/COMMENTS**

Person Completing Form

Date Completed

**Building Manager submit form to your Division/Section Senior Safety Officer immediately following drill**

**CORRECTIVE ACTION PLAN  
TO BE COMPLETED BY SR. SAFETY OFFICER  
ALL FINDING ARE TO BE ENTERED INTO  
frESHTRK**

**TOPIC**

**Assigned To:**

**Proposed Completion Date**

**ADDITIONAL COMMENTS/LESSONS LEARNED:**

**Senior Safety Officer submit to the ES&H acknowledging review of document and appropriate action taken. If no action required state "no action" sign and date then submit to ESH within 5 working days of drill**

Print Form

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