

## 1.0 Emergency Drill Plan & Record

It is important to plan and keep records of all emergency drills carried out.

<b>DRILL PLAN</b>		Year:
Type of Drill		
Objectives (including reference to feedback from previous drills)		
Time of Day		

Expected number of persons evacuating	
Expected number of participating volunteers	
Expected outside participating agencies	

<b>DRILL RECORD</b>		Year:
Type of Drill		
Date:		
Time of Day		
Duration		
Number of persons evacuating		
Number of participating volunteers		
Number of staff supervising drill		
Outside participating agencies		
Feedback from all participants and supervisors (Most important!)		

## 1.1 Training Plan

The training plan should be developed on the basis of the results of the establishment's assessment of its capacities and resources (see 2.3 in the Manual) as well as on the evaluation of drills practice and other needs. Training can be for the development of specific skills for specific groups or for awareness raising generally.