

Typical Mock Drill Reporting Format

1.	Date & Time of Mock Drill	
2.	Location	
3.	Details of Emergency Scenario	
4.	Reported by (First person informed about scenario)	
5.	Response / action initiated by reporting person	
6.	Description of the Mock drill ((The narrative of the situation, all actions)	
7.	Response of various teams i.e. Controllers & Coordinators as per the Emergency Organization ((Write the details of their understanding of scenario and action taken by this team)	
8.	Head Count	
a)	Total persons present in the installation before the drill :	Employees: Contractual: Others:
b)	Total persons available at Assembly point(s)	
c)	Difference of Head count after drill	
d)	Action taken to search the shortfall of head counts, if any	
9.	Time of all Clear	

10.	Duration of Mock Drill (in Minutes)		
11.	Response time for various activities	Response Time	Remarks
a)	Notice of Incident		
b)	Siren actuated		
c)	Time taken for Isolation of hydrocarbon supply/source		
d)	Time taken for electrical isolation		
e)	Time of operating first DCP / CO ₂ / other first aid fire extinguisher		
f)	Reporting of CIC		
g)	Reporting of SIC and F&S Coordinator		
h)	Reporting of Security Coordinator		
i)	Reporting of other coordinators		
j)	Communication to mutual aid members, hospital, Fire service etc.		
k)	Reporting of Mutual Aid Members		
l)	Reporting of Fire service, ambulance, etc		
m)	Water supplies from hose / monitor/sprinkler or actuation of fire protection system		
12.	Observations (including highlight the positives of the drill)		
13.	Recommendations		
14.	Observers & Signature		

(Signature of Location In-Charge)