

EMERGENCY PREPAREDNESS & RESPONSE TEST REPORT

1. Test Information

Area:	KDG Workshop / Fuelling area
Test Type:	<input checked="" type="checkbox"/> Announced <input type="checkbox"/> Unannounced
Date of Test:	17/06/2025
Relevant Documentation:	Emergency Response Plan, Fire Evacuation Map,
Emergency Scenario Tested:	<input checked="" type="checkbox"/> Fire <input type="checkbox"/> Bomb Threat <input type="checkbox"/> Chemical Spill <input type="checkbox"/> Armed Attack <input type="checkbox"/> Other:
Personnel Involved:	Workshop staff, Diesel attendant, Fire marshals

2. Scenario Description

At 10:05 the fire alarm was activated in the workshop. The scenario simulated an electrical fire in the compressor room. Staff were expected to follow evacuation routes, assemble at the muster point, and await accountability confirmation. Fire marshals assisted and directed employees.

3. Performance Metrics

Evacuation Start Time:	10:05
Total Evacuation Time:	8 minutes
Accountability Completion Time:	10:15
Non-Compliances Observed:	3 employees stopped to get their phones

4. Observations & Findings

Strengths: Evacuation routes clear and accessible, most staff responded quickly.

Weaknesses: Three employees delayed evacuation; alarm sound low in far workshop bay.

Additional Observations: Assembly point signage clearly visible

5. Root Cause Analysis

Delays were due to staff not reacting quickly enough to the situation. 3 staff members stopped for their phones causing other staff to second guess themselves and move slowly while waiting for the 3 members to catch up.


6. Corrective Actions

Corrective Action: Supervisor briefing on enforcing procedure	Responsible Person: Leroy Dwyer	Due Date: 20/06/2025	Status: Complete
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7. Risk Rating

Low:	Effective response, minor gaps
Medium: Improvements required to ensure full compliance.	Slow response, improvements required
High:	Critical failures – immediate action required

9. Approvals

Prepared By: Leroy Dwyer	Sign : 
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