



## EMERGENCY PREPAREDNESS & RESPONSE PROCEDURE QUIZ

Document No:

ESD 001B

### Accidents/Incidents/Near Miss Knowledge Questionnaire

In the event of accident, incident or near miss it important to understand the correct procedures to follow, complete the test below to test your knowledge on the procedure.

#### Section 1: Multiple Choice Questions

1. What is the FIRST thing you must do when a fire alarm is raised?  
a) Run outside immediately  
 b) Do not panic and follow Emergency Controller instructions  
c) Collect all personal belongings  
d) Look for the source of the fire
  
2. In the event of a small fire, who is responsible for attempting to extinguish it?  
a) The SHEQ Officer  
b) Any employee nearby  
 c) The nominated Fire Fighter  
d) The Supervisor
  
3. During a bomb threat, which action is correct?  
a) Panic and leave immediately  
b) Touch suspicious objects  
 c) Remain calm and record information  
d) Ignore it unless confirmed real
  
4. During an evacuation, which is correct?  
a) Leave infirm employees behind  
b) Collect belongings first  
 c) Assist infirm and elderly  
d) Lock all doors
  
5. Who must injuries be reported to immediately?  
a) Fire Department  
b) First Aider only  
 c) Your Supervisor and the SHEQ Officer  
d) Admin Department

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#### Section 2: True/False

6. You may continue working while the Emergency Controller is giving instructions.  
 True/ False

7. Doors and windows should be closed if possible during evacuation.  
 True/ False



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8. 13. All incidents, even minor ones, must be reported in writing.

True / False

9. 14. You may leave the scene of an accident if the SHEQ Officer is delayed.

True / False

10. 15. Assembly point signage must always remain unobstructed.

True / False

### Section 3: Short Answer

11. List TWO actions employees must take during a fire evacuation.

Follow Emergency controller instructions.  
Evacuate.

12. . What must be done if an employee needs medical attention beyond basic first aid?

Department Manager assesses, → Instructs  
security to call Ambulance → record in  
occurrence book.

Name: Lackson

Date: 09/12/25

Signature: J. Papinski

Assessed by: Lacey

Date: 09/12/25

Signature: J. Papinski



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a) Fire Department  
b) First Aider only  
**c) Your Supervisor and the SHEQ Officer**  
d) Admin Department

---

#### Section 2: True/False

6. You may continue working while the Emergency Controller is giving instructions.

True / **False**

7. Doors and windows should be closed if possible during evacuation.

**True** / False



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True / False

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True / False

10. 15. Assembly point signage must always remain unobstructed.

True / False

### Section 3: Short Answer

11. List TWO actions employees must take during a fire evacuation.

Evacuate

Assist infirm

12. . What must be done if an employee needs medical attention beyond basic first aid?

Departmental manager assesses  
Instruct security to call ambulance

Name: Tahlia

Date: 08/12/2025

Signature:

Assessed by:

Date: 08/12/25

Signature:



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#### Section 2: True/False

6. You may continue working while the Emergency Controller is giving instructions.  
 True / False

7. Doors and windows should be closed if possible during evacuation.  
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True / False

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True / False

10. 15. Assembly point signage must always remain unobstructed.

True / False

### Section 3: Short Answer

11. List TWO actions employees must take during a fire evacuation.

① Evaluate

② Close windows if safe

12. . What must be done if an employee needs medical attention beyond basic first aid?

① Departmental manager assesses.

② Instructs security to call ambulance.

③ Record in occurrence book.

Name: Luro

Date: 09-12-25

Signature:

Assessed by: Leroy

Date: 09/12/25

Signature:



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#### Section 2: True/False

6. You may continue working while the Emergency Controller is giving instructions.  
 True / False

7. Doors and windows should be closed if possible during evacuation.  
 True / False



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True / False

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True / False

10. 15. Assembly point signage must always remain unobstructed.

True / False

### Section 3: Short Answer

11. List TWO actions employees must take during a fire evacuation.

- ① Follow emergency Controller instructions
- ② Close windows & gate.

12. . What must be done if an employee needs medical attention beyond basic first aid?

Follow Emergency  
Departmental manager assess ; instructs security to call ambulance  
; record in occurrence book.

Name: Shafeel Abbubakar

Date: 08/12/25

Signature:

Assessed by: Lgray

Date: 08/12/25

Signature:

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### Section 2: True/False

6. You may continue working while the Emergency Controller is giving instructions.  
 True /  False

7. Doors and windows should be closed if possible during evacuation.  
 True /  False



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True  False

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True  False

10. 15. Assembly point signage must always remain unobstructed.

True  False

### Section 3: Short Answer

11. List TWO actions employees must take during a fire evacuation.

follow emergency controller instructions, evacuate,  
assist infirm; close windows if safe; etc.

12. . What must be done if an employee needs medical attention beyond basic first aid?

Departmental Manager assesses -> instructs Security  
to call ambulance ~ record in occurrence book.

Name: Musa

Date: 09/12/25

Signature:

Assessed by: Leroy

Date: 09/12/24

Signature:



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d) Admin Department

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#### Section 2: True/False

6. You may continue working while the Emergency Controller is giving instructions.  
 True /  False
  
7. Doors and windows should be closed if possible during evacuation.  
 True /  False



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True /  False

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True /  False

### Section 3: Short Answer

11. List TWO actions employees must take during a fire evacuation.

FOLLOW EMERGENCY CONTROLLER INSTRUCTIONS

EVACUATE

12. . What must be done if an employee needs medical attention beyond basic first aid?

DEPARTMENTAL MANAGER ASSESSES

INSTRUCTS SECURITY TO CALL AMBULANCE

RECORD IN OCCURRENCE BOOK

Name: Sydney

Date: 09/12/25

Signature: Signature

Assessed by: Lenny

Date: 09/12/25

Signature: J



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True  False

7. Doors and windows should be closed if possible during evacuation.

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True  False

### Section 3: Short Answer

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Evacuate

assist infirm

12. . What must be done if an employee needs medical attention beyond basic first aid?

Departmental Manager assesses

Instructs Security to call ambulance

Record in Occurrence book

Name: Firestone

Date: 09/12/25

Signature:

Assessed by: Leroy

Date: 09/12/25

Signature:



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True /  False

### Section 3: Short Answer

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① ~~Assist infirm~~  
② Close windows if safe

12. . What must be done if an employee needs medical attention beyond basic first aid?

Departmental manager assesses.  
Instructs security to call ambulance.  
Record in occurrence Book.

Name: Alfumiso

Date: 09/12/25

Signature: A.H.

Assessed by: Leroy

Date: 09/12/25

Signature: L