

Emergency Response Training Documentation

Document Title	Emergency Response Training Documentation
Date	_____
Location	_____
Department	_____
Trainer(s)	_____

1. Purpose

To document emergency response training for manufacturing employees, ensuring preparedness for various emergency situations.

2. Training Topics Covered

- Evacuation procedures
- Alarm systems location and operation
- Use of fire extinguishers
- First aid and medical response
- Chemical spill response
- Reporting incidents
- Roles and responsibilities

3. Training Plan & Activities

Activity	Description	Duration
Theory Session	Review of procedures and emergency protocols.	_____ mins
Evacuation Drill	Practice evacuation, assembly, and accountability.	_____ mins
First Aid Demo	Demonstration of first response actions.	_____ mins
Q&A and Feedback	Open session for questions and feedback.	_____ mins

4. Attendees

#	Name	Department	Signature
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____

5. Additional Notes / Observations

6. Trainer/Facilitator Signature

Name: _____

Signature: _____

Date: _____