

AFTER ACTION REPORT

TO: Susan Hopson, Director, Human Resources

FROM: Ricky Robbins, Safety & Training Coordinator

DATE: May 24, 2012

RE: After Action Report of the City Hall Fire Drill

- Purpose:

- What did we set out to do?

- The purpose of this emergency evacuation drill, was to remind City Hall employees their responsibilities during a fire or gas leak.

- What was supposed to happen?

- When the alarm is sounded, employees were to evacuate their workstations and head to the nearest exit and evacuate the building.

- Is there a process or procedure in place for this activity?

- Yes.

- Executive Summary:

- What actually happened?

- Employees evacuated the building as planned.

- What worked well that needs to be sustained?

- Continue to train and educate employees of their responsibilities in the event of a fire or gas leak. Continue using the Germantown Fire Department staff to help with the evacuation and monitoring the event. Proceed with evacuation drills at Community Development and GAC/GPAC and schedule these drills on an annual basis.

- What did not work well and needs to be changed?

- Emphasize to the Police Department the importance of evacuating the building quickly when the alarm is sounded and moving staff to the front of City Hall for a head count.

- Lessons Learned:

- What can we do better next time?

- Schedule training and explain individual responsibilities during an evacuation. Expound further the responsibilities of the managers and department directors during evacuations. (i.e., checking on the evacuation of staff, leaving doors unlocked, locking money in drawer, windows shut, etc.)

- Action Items:

- Develop a written procedure designed just for emergency evacuations.

- Schedule additional training just for evacuation procedures and Q & A session with employees and Fire Department.