Operational Readiness Review

Staff Notification and Assembly Drill - Supplement A

Complete this section for each receipt, stage, store (RSS) site included in the drill. After completing the form, save it using a unique file name, such as Staff Notification and Assembly Drill - Supplement A – 01, and Staff Notification and Assembly Drill - Supplement A – 02, and so forth.

Jurisdiction

Name	Select jurisdiction

Staff Notification and Assembly - RSS Site, per site

Name of RSS	

Management/Lead Staff

Current RSS management/lead staff	
Date/time first person notified	
Date/time last person acknowledged notification	
Total number of staff who acknowledged notification	
Target time for assembly (in minutes)	
Type of staff assembly (select one)	Select one
Date/time last person assembled	
Total number of staff who assembled	
Total number of staff who assembled within target time	
Acknowledgement completion time	
Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%

Security Staff

Current RSS security staff	
Date/time security notified to assemble	
Number of security available	

Target time for assembly (in minutes)	
Type of staff assembly (select one)	Select one
Date/time last person assembled	
Total number of staff who assembled	
Total number of staff who assembled within target time	
Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%

General Health Department Staff

Current RSS staff (general health department, not management/lead)	
Date/time first person notified	
Date/time last person acknowledged notification	
Total number of staff who acknowledged notification	
Target time for assembly (in minutes)	
Type of staff assembly (select one)	Select one
Date/time last person assembled	
Total number of staff who assembled	
Total number of staff who assembled within target time	
Acknowledgement completion time	
Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%

Volunteer Staff

Current RSS volunteer staff	
Date/time first person notified	
Date/time last person acknowledged notification	
Total number of staff who acknowledged notification	
Target time for assembly (in minutes)	
Type of staff assembly (select one)	Select one
Date/time last person assembled	
Total number of staff who assembled	
Total number of staff who assembled within target time	
Acknowledgement completion time	
Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%