**Staff Notification and Assembly Drill**

Form Approved

OMB Approval No. 0920-1352

Expiration Date:10/31/2024

Drill information

a. Date and time first person notified

b. Date and time last person acknowledged notification

c. Extent of advanced notification

d. Incident management roles (or equivalent lead roles) activated (Select all that apply)

e. Target time for assembly (in minutes)

f. Type of staff assembly

g. Date and time last person assembled

h. Total number of staff who assembled

i. Staff acknowledged completion time

j. Staff assembly completion time