Emergency Evacuation Drill Report

Building Name: ____________________________ Building Number: ________

Time Evacuation Started: ________________  Ended: ________________  Total Time: __________

Type of Drill:  Obstructed  ☐  Unobstructed  ☐

Approximate number of participants: ________________

☐ Did occupants immediately begin to evacuate?
☐ Was building staff aware of persons needing special assistance?
☐ Were doors closed to contain smoke/fire?
☐ Did everyone evacuate the building?
☐ Did everyone remain outside the building and wait for further instructions?
☐ Is the building staff knowledgeable in their assigned duties?
☐ Was the drill conducted in an orderly manner?

Drill Rating:  Excellent  ☐  Good  ☐  Poor  ☐

Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Observed/Rated By: _______________________________________________________

Person conducting drill: ___________________________________________________

Date of Drill: ___________________________________________________________________