Emergency Evacuation Drill Observation Report

Building Name: _______________________________ Building Number: _____

Time Evacuation Started: ___________ Ended: ___________ Total Time: _______

Type of Drill: Obstructed ☐ Unobstructed ☐

Approximate number of participants: __________________________ Yes ☐ No ☐ Not Observed ☐

☐ Did occupants immediately begin to evacuate?
☐ Did building staff check restrooms and confined areas?
☐ 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?
☐ Are 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: _______________________________________________________

Building Proctor/Person in Charge: ___________________________________________

Date of Drill: ________________________________