

Emergency Evacuation Report

Form/ Formulaire #471
Rev. 2020-07

Date (yyyy-mm-dd): _____

An evacuation drill must simulate an actual emergency evacuation. The Building Warden (or alternate) shall assume full authority for and control of the evacuation of building occupants until such time as the emergency is terminated or the fire department arrives at the scene and assumes responsibility.

Building Warden:	
Floor Wardens:	
Facility Name:	
Address: _____ _____	
Person conducting drill	_____
Fire alarm activation method	_____
Was Marketing and Communications Dept notified? (238-3273 or 478-4918).	Yes <input type="checkbox"/> No <input type="checkbox"/> Name: _____ Time: _____
Was the Fire Department notified?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Time of evacuation:	
Unusual conditions: (weather, remodeling, temporary exits)	
Number of occupants evacuated:	

Details of evacuation:
Areas of Improvement:

Building Warden (print) _____ (signature) _____

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Drill evaluation questions to consider:

1. Were the floor diagrams, phone numbers and information on posted evacuation routes up-to-date?	
2. If there is a written evacuation/drill procedure? Does it flow in logical sequence and contain accurate information?	
3. Did all participants know their roles and responsibilities?	
4. How long did it take occupants to evacuate and muster once the bell is sounded?	
5. Did everyone hear the alarm and did they exit immediately?	
6. Do all exit doors have illuminated EXIT/SORTIE signs?	
7. Was there anyone who needed assistance?	
8. Was everyone accounted for, including visitors?	
9. When did the fire trucks arrive? How long is the expected arrival time?	
10. Is the civic address prominently displayed near the driveway facing the main street?	
11. Is the normally used entrance gate on the same side of the building where the civic address is displayed?	
12. How long did it take to complete the floor warden sweep?	
13. Once it was safe to re-enter how long did it take to sound the all clear?	
14. Was the Muster Location far enough away from the building?	
15. Has anything changed since the previous drill?	
16. Should anything be changed before the next drill?	
17. What types of communication tools were used (bull horn, P/A system, radio, phones, texts)? Were they effective?	
18. Was the responding fire department given fire preplans upon their arrival? Do they already have them?	
19. Do they come to visit the site annually for a familiarization tour and meet key staff members?	
20. Was incident command turned over to the Fire Chief upon their arrival?	
21. Are the locations of fire protection equipment accurately shown on the floor plans?	
22. Are the 2 closest fire hydrants shown on the fire preplans?	
23. Are the fire hydrants accessible?	
24. Is the fire protection equipment inspected regularly and meet code?	
25. Is fire extinguisher training valid for those who require it?	
26. Is Incident Command training available to those who need it?	
27. Did anything unexpected or unusual happen?	