

Emergency Drill Reporting Form

Person Completing Form and Title:			
--	--	--	--

Attached to this form a list of all staff who participated in the drill, and any visitors participating.

Time Alarm Sounded:	Time Drill Concluded:	Time to Evacuate: (fire evacuation drills only)
----------------------------	------------------------------	--

Type of Drill:	Notification / Alert Method:	Weather Conditions:
☐ Fire / Evacuation ☐ Lockdown ☐ Modified Lockdown ☐ Shelter-in-Place ☐ Earthquake ☐ Tsunami ☐ Medical Emergency ☐ Lahar ☐ Weather Emergency ☐ Other: _____	☐ Bell or Buzzer ☐ Enhanced Alert System ☐ Intercom ☐ Phone ☐ Voice Notification ☐ Siren ☐ Other: _____	☐ Clear ☐ Cloudy ☐ Raining ☐ Rain and wind ☐ Windy ☐ Snow / Sleet ☐ Hail

Participants: (check all that apply)	Situation at Start of Drill:	
☐ Senior Management ☐ Safety Personnel ☐ Employees/Staff ☐ Security Officers ☐ Law Enforcement ☐ Fire Department ☐ Emergency Medical Services ☐ County Emergency Mgmt. ☐ Other _____	☐ Before Business Hours ☐ During Business Hours ☐ Peak Business Hours ☐ Lunch Time ☐ After Business Hours ☐ Other: _____ _____	

Management previously trained on emergency procedures this year?	Employees previously trained on emergency procedures this year?	
☐ Yes	☐ Yes	

☐ No	☐ No	
Incident Command System Used?	Incident Commander:	Operations Chief:
☐ Yes ☐ No		

Emergency Drill Reporting Form (Cont'd)

Problems Encountered: (Check all that apply)	
☐ Congestion in hallways ☐ Alarm not heard ☐ Employees unsure of what to do / proper ☐ Staff unsure of responsibilities / response ☐ Weather-related problems ☐ Unable to lock doors ☐ Windows not covered ☐ Windows left open ☐ Doors left open ☐ Lights left on ☐ Personnel not accounted for / attendance ☐ Difficulties with evacuation of disabled personnel, customers or visitors ☐ Personnel unaccounted for (note # below)	☐ Radio communication problems ☐ Network / computer problems ☐ Noise impedes communications ☐ Personnel not out of sight (lockdown drill) ☐ Long time to evacuate building ☐ Personnel not serious about drill ☐ Improper or unavailable supplies (SiP) ☐ Confusion ☐ Doors or Exits blocked ☐ Transportation ☐ Interagency miscommunications ☐ Incident command problems ☐ Other: _____ _____
Extenuating Circumstances / Identified Factors / Special Conditions Simulated:	

Mitigation / Plans for Improvement: (check all that apply and explain below)	
☐ Additional management training ☐ Additional staff training ☐ Address need for additional equipment ☐ Improved emergency supplies	☐ Cooperative planning with responders ☐ Revised emergency procedures ☐ Other:
Explain corrective efforts here:	