Evacuation Drill Evaluation Form

California State University, Los Angeles

Time Alarm Sounded	Date of Drill	Person Completing Form
Time Building Evacuated	Building/Location	Person Assigned to Assist Handicapped ☐ Yes ☐ No
Total Evacuation Time		Name:
Person (s) Assigned to Evacuation Site to Handle Evacuees ☐ Yes ☐ No Name(s):		Person(s) Posted at Doors to Prevent Re-Entry ☐ Yes ☐ No Name(s):
Person (s) Assigned to Report to EOC ☐ Yes ☐ No Name(s): Michael Obermeyer		Building Checked for Occupants ☐ Yes ☐ No Name(s):
Classes in Session ☐ Yes ☐ No	People did NOT clear some Rooms ☐ Yes ☐ No	Alarm Could be Clearly Heard ☐ Yes ☐ No

What went Right?

What could be improved?

Other Comments…

Are you confident we can clear buildings in a safe and Organized manner ☐ Yes ☐ No	My level of confidence in the campus Emergency Preparedness Plan is ☐ High ☐ Med ☐ Low ☐ I am NOT Familiar with the Plan

General Instructions

1. Immediately begin to clear and secure building.
2. Direct people to use stairs.
3. Continually state where the assembly area [evacuation site] is located.
4. Check rooms and close all doors.
5. Ensure no one re-enters the building until authorized to do so.
6. Notify your Building Coordinator once the evacuation has been completed.
7. Drill coordinators and/or Public Safety will notify you when re-entry is allowed.
8. Complete the “Evacuation Drill Evaluation Form” and respond to the Campus Emergency Operations Center for a debriefing.