



Fire/Evacuation Drill: Observer's Report

Drill Date:		Drill Time:	
Drill Location:		Type of Drill:	Full

1	List all participating departments	
2	Scenario or special circumstances:	
3	Observers responsibility for the drill	
4	Was alarm heard throughout the building	
5	Were all alarm devices operating correctly	
6	<i>Did all occupants evacuate the building(s)?</i>	
7	Did occupants assemble in designated areas?	

Rate the overall:	
Effectiveness of the drill	
Speed of Evacuation:	
Effectiveness of Procedures:	
Communication during the drill	
Total time required to evacuate building:	

Time Alarm was activated	
Time taken to evacuate all areas	
Time "All Clear" given at	
Alarm system reset by:	

Overall Observation

Comments on Exercise
Recommendations 1.
Summary:

Observers:

Fire Warden

Report Date: