



Appendix 15-B
Form 15-1.2

EMERGENCY/EVACUATION DRILL ANALYSIS

DATE OF DRILL: _____ TIME: STARTED _____ ENDED _____

TYPE (Evacuation, Tornado, etc.) _____

1. ALARM NOTIFICATION:

- A. Who answered emergency line? _____
- B. How many rings before the phone was answered? _____
- C. How well was the call handled? _____
- D. How long before the alarm sounded? _____
- E. Was a P.A. announcement made? _____
- F. Was the announcement clear? _____

2. EVACUATION

- A. Did evacuation begin immediately? _____
- B. How long before everyone was out? _____
 - Main Lobby _____
 - Office Employee Exit _____
 - Warehouse Exit _____
- C. Did all employees gather AWAY from the building? _____

3. CONTROL CENTER (if used)

- A. Who was present? _____
- B. Was anyone missing who should have been there? Give reason. _____

4. FIRE DEPARTMENT

- A. Did the Fire Department respond to the drill as a simulated emergency? _____
- B. If so, list response time: _____
- C. Who was present from the Fire Department? _____
- D. Did they have any comments on our drill? _____

5. RETURN TO THE BUILDING

- A. How long did the entire drill last before everyone was back on the job?
