

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 <input type="checkbox"/> Yes <input type="checkbox"/> No
Total Evacuation Time		Name: _____
Person (s) Assigned to Evacuation Site to Handle Evacuees <input type="checkbox"/> Yes <input type="checkbox"/> No		Person(s) Posted at Doors to Prevent Re-Entry <input type="checkbox"/> Yes <input type="checkbox"/> No
Name(s): _____		Name(s): _____
Person (s) Assigned to Report to EOC <input type="checkbox"/> Yes <input type="checkbox"/> No		Building Checked for Occupants <input type="checkbox"/> Yes <input type="checkbox"/> No
Name(s): _____		Name(s): _____
Classes in Session <input type="checkbox"/> Yes <input type="checkbox"/> No	People did <u>NOT</u> clear some Rooms <input type="checkbox"/> Yes <input type="checkbox"/> No	Alarm Could be Clearly Heard <input type="checkbox"/> Yes <input type="checkbox"/> No

What went Right?

What could be improved?

Other Comments...

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Are you confident we can clear buildings in a safe and Organized manner <input type="checkbox"/> Yes <input type="checkbox"/> No	My level of confidence in the campus Emergency Preparedness Plan is <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low <input type="checkbox"/> I am NOT Familiar with the Plan
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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.