

Emergency Management Office

Fire Drill Evaluation Form

Date of Drill: _____ Location: _____

What was the drill scenario? _____

Yes	No	Feedback	Comments
		Was UND Police Department notified in advance of the drill?	
		Did the employee who was approached with the fire scenario act promptly?	
		Did the employee act appropriately during the fire scenario?	
		Did the alarm sound clearly and without malfunctioning during the drill?	
		Could the alarm be heard in all areas?	
		Did the annunciator panel function properly?	
		Did all fire doors close properly?	
		Did all magnetically locked exit doors release?	
		Were all hallways and exits clear of obstructions?	
		Did all faculty, staff, students, and visitors evacuate?	
		Are staff members assigned to sweep the building for accountability purposes?	
		Was a staff member assigned to prevent reentry into the building?	
		Did everyone avoid using the elevator?	
		Were any special needs persons identified during the drill?	
		Were all office doors closed but not locked?	
		Did a staff person notify the UND Police Department to ensure they received the alarm?	
		If the building is multi floors, was there a primary evacuation monitor present?	
		Have several evacuation monitors been trained should they be needed?	
		Was the operations center notified at the end of the drill?	

Drill start time: _____ Time of complete evacuation: _____

Time of all-clear signal _____ Total elapsed time: _____

Summation:

Reported By: _____

Title: _____

Email/Phone: _____

Please forward a copy of this completed form to the Emergency Management Office.

Monitor the Emergency Management Website (<http://und.edu/emergency-management/>) for updates.