UNIVERSITY OF NEW ORLEANS
ENVIRONMENTAL HEALTH AND SAFETY OFFICE

Fire Drill / Building Evacuation Report
Please complete both sides of form

Building name: _______________________________________ Date: _______ Time: ________

Department name: _______________________________________ Office Number: ___________

_____________________________________________________________________________

Name (please print) and signature of reporting person

_____________________________________________________________________________

Name (please print) and signature of Building Coordinator

Type of emergency causing evacuation: ______________________________________________

_____________________________________________________________________________

1 Number of participants: ____________ (approximate)
2 Time evacuation began: _____________
3 Time evacuation ended: _____________
4 Total time of evacuation: _____________
5 Number of floors evacuated: ___________
6 Was the drill conducted in an orderly manner? Yes___ No___
7 Did occupants use closest exits? Yes___ No___
8 Did people enter the building during the drill? Yes___ No___
9 Were alarms audible throughout the building? Yes___ No___
10 Were interior doors closed properly? Yes___ No___
11 Did floor monitors follow proper procedure? Yes___ No___
12 Did Physical Plant Services assist in drill? Yes___ No___
13 Did Campus Police assist in security? Yes___ No___
14 Were handicapped occupants evacuated? Yes___ No___ N/A __
15 Were elevators used? Yes___ No___ N/A __
<table>
<thead>
<tr>
<th>Names of Floor Monitors</th>
<th>Area Assigned</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Drill Rating:  Acceptable____  Not Acceptable _____

List other comments below:

_____________________________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________