

Emergency Evacuation Drill Documentation Checklist

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Pre-Drill Planning & Preparation

Documents actions taken before the drill to ensure a safe and effective scenario. Covers notification, briefing, and equipment checks.

Drill Date

Scheduled Drill Start Time



Drill Type (Fire, Earthquake, etc.)

- ☐ Fire
- ☐ Earthquake
- ☐ Severe Weather
- ☐ Other - Specify in Long Text

Drill Scenario Description

Write something...

Areas/Floors Included in Drill

- ☐ Ground Floor
- ☐ First Floor
- ☐ Second Floor
- ☐ Third Floor
- ☐ All Floors

Estimated Number of Guests Participating

Enter a number...

Number of Staff Briefed on Drill Procedures

Enter a number...

Floor Plan Marking Evacuation Routes

 Upload File

Any Specific Considerations or Modifications to Drill Procedures?

Write something...

Drill Execution - Time & Notifications

Records the timeline of the drill, including start and end times, and notification procedures.

Drill Date

Enter date...

Drill Start Time (Scheduled)

Enter time...

Drill Start Time (Actual)

Enter time...

Notification Time (Minutes Prior)

Enter a number...

Notification Methods Used

- ☐ PA System
- ☐ Email
- ☐ Text Message
- ☐ Verbal Announcement
- ☐ Other (Specify)

Notification Message Content

Write something...

Time notification delivered to first staff member

Enter time...

Drill Execution - Evacuation Procedures

Details the actual evacuation process, focusing on staff and guest actions and responses.

Time Drill Initiated

Enter time...

Evacuation Routes Used (check all that apply)

- ☐ Front Stairwell
- ☐ Rear Stairwell
- ☐ Elevators (restricted)
- ☐ Exterior Exit A
- ☐ Exterior Exit B
- ☐ Other (specify in LONG_TEXT)

Description of Route Deviations/Challenges

Write something...

Approximate Evacuation Time (minutes)

Enter a number...

Assembly Point Used

- ☐ Designated Area 1
- ☐ Designated Area 2
- ☐ Alternate Area (specify in LONG_TEXT)

Observations Regarding Staff Response (e.g., speed, clarity of instructions)

Write something...

Observations Regarding Guest Response (e.g., compliance, questions)

Write something...

Obstacles Encountered (check all that apply)

- ☐ Blocked Exit
- ☐ Confused Guests
- ☐ Inadequate Lighting
- ☐ Equipment Malfunction
- ☐ None

Specific Incidents or Problems Encountered (e.g., injured person, guest refusal)

Write something...

Post-Drill Assessment & Debriefing

Captures observations, identified issues, and proposed corrective actions following the drill.

Overall Drill Effectiveness Assessment

Write something...

Areas Requiring Improvement (Select all that apply)

- ☐ Evacuation Route Clarity
- ☐ Staff Response Time
- ☐ Guest Communication
- ☐ Accountability Procedures
- ☐ Equipment Functionality
- ☐ Coordination with Emergency Services
- ☐ Other (Specify in LONG_TEXT)

Specific Incidents/Observations During Drill (e.g., bottlenecks, confusion, equipment failure)

Write something...

Time to Full Evacuation (minutes)

Enter a number...

Equipment Functionality Assessment (Select all that apply)

- ☐ Fire Alarms
- ☐ Emergency Lighting
- ☐ PA System
- ☐ Sprinkler System (if applicable)
- ☐ First Aid Kits
- ☐ All Equipment Functioned Correctly
- ☐ Equipment Malfunctioned (Detail in LONG_TEXT)

Detailed Explanation of any Equipment Malfunctions (if applicable)

Write something...

Recommended Corrective Actions for Identified Issues

Write something...

Date for Implementation of Corrective Actions

Enter date...

Drill Coordinator Signature

Communication & Reporting

Records communication with relevant stakeholders (management, fire department, etc.) and the final report dissemination.

Date of Drill Report Submission

Time of Drill Report Submission

Summary of Communication with Fire Department/Emergency Services (if applicable)

Summary of Communication with Building Management/Security (if applicable)

Method of Report Dissemination (e.g., email, hard copy)

- ☐ Email
- ☐ Hard Copy
- ☐ Shared Drive/Platform

Recipients of the Drill Report

- ☐ General Manager
- ☐ Department Heads
- ☐ Safety Manager
- ☐ Building Management
- ☐ Fire Department (if required)

Contact Name of Recipient (if applicable)

Write something...

Recipient's Job Title (if applicable)

Write something...

Copy of Communication Log (e.g. radio transcripts, emails)

 Upload File

Participant Roles & Responsibilities

Documents the assigned roles for staff participating in the drill and their performance during the event.

Fire Warden 1 Name

☐ Select Name

☐ John Smith

☐ Jane Doe

☐ Michael Brown

☐ David Lee

Fire Warden 1 Assigned Area

☐ Select Area

☐ Front Desk

☐ West Wing - Floors 1-3

☐ East Wing - Floors 1-3

☐ Kitchen

☐ Pool Area

Fire Warden 2 Name

☐ Select Name

☐ John Smith

☐ Jane Doe

☐ Michael Brown

☐ David Lee

Number of Staff Participating

Enter a number...

Fire Warden 1 Performance Notes

Write something...

Fire Warden 2 Performance Notes

Write something...

Roles/Tasks Performed by Assigned Staff

- ☐ Guided Evacuation
- ☐ Guest Assistance
- ☐ Accounted For Guests
- ☐ Directed to Assembly Point
- ☐ Communication with Management

Fire Warden 1 Signature

Did Warden Follow Assigned Route?

- ☐ Yes
- ☐ No
- ☐ N/A

Guest & Staff Accounting

Details the process for accounting for guests and staff during and after the evacuation.

Total Registered Guests Expected

Total Staff On Duty

Guests Accounted For (Initial)

Staff Accounted For (Initial)

Guests Unaccounted For

Staff Unaccounted For

Enter a number...

Description of Actions Taken to Account for Unaccounted Individuals

Write something...

All Guests Accounted For?

☐ Yes

☐ No

All Staff Accounted For?

☐ Yes

☐ No

Name of Person Responsible for Accounting

Write something...