

EVACUATION DRILL FEEDBACK FORM



GENERAL INFORMATION

Facility/Building/Company:		Date:	
Drill Observer:		Mobile Number:	
Email Address:			

PRIOR TO DRILL:	YES	NO
Have Fire wardens been assigned and trained?		
Do Fire wardens have vests or caps for identification?		
Have persons with disabilities been identified and assigned help to assist in evacuation to a refuge area?		
Have assembly areas been designated and employees trained?		
Are "emergency plans/procedures" posted?		

DURING THE DRILL:	YES	NO
Did the occupants evacuate the building immediately after the evacuation was initiated?		
Was evacuation orderly and quick?		
The Office was evacuated in Minutes?		
Did Civil Defence respond?		
Were instructions given to move to the designated assembly points?		
Were all exits used?		
Were all restrooms, conference rooms checked?		
Did fire door operate correctly?		
Was everybody continuously kept informed regarding the situation?		
Was a communication system applied during the evacuation?		

DRILL INFORMATION:	DETAILS
Number of persons who were present at office on drill date	
Number of special needed employees who carried out horizontal evacuation drill*	
Number of "Critical operation" employees who will carry out Ad hoc evacuation drill**	
The time when you reached the assembly point (HH:MM)	
Number of persons evacuated the office to the assembly point (Count at assembly point)	

AFTER THE DRILL:	YES	NO
Were all employees and guests accounted for?		
Did all alarms work properly?		
Was there any significant disruption of services?		
Did everyone remain outside the building and wait for further instructions?		
Are staff members familiar with their assigned duties?		

Public

Any personal data provided by you will be used, recorded and processed by us in accordance with the relevant statutory basis including the Data Protection Law 2007. We do not disclose any information you provide to any third parties or other government authorities except where (i) such disclosures are necessary to fulfill our obligations to you in which case we will require such third parties to agree to treat it in accordance with this Policy; (ii) required by applicable laws, courts orders, or government regulations (for example to prevent or detect crime); (iii) you give us permission to do so. Please see the Data Protection Law 2007 for a full account of your rights relating to data protection

Feedback / Observations

Drill Feedback

Issues Observed (if any):

***Horizontal evacuation** means the person to evacuate until reached the inside part of the evacuation staircase and stay there until the alarm is silenced so she/he can go back to office. Horizontal evacuation is for those with special needs only.

****Ad hoc drill** is designed for those who are required to stay in office to handle critical operations and not participate in the main drill (their number should be limited). When the main drill is completed and the employees are back to office the fire warden should clearly explain and show the critical operation employees how to evacuate the building by taking them through the evacuation staircase until reaching the assembly point.

Signature: _____

Date: _____

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