# Emergency Drill Record

**PRE-DRILL INFORMATION**

|  |  |
| --- | --- |
| Drill Date & Time: |  |
| Emergency Type (fire, earthquake, evacuation, etc.): |  |
| Name of Organizer: |  |
| Name of Participants:  |  |
| Describe Emergency Drill Scenario: |  |

**POST-DRILL DEBRIEF**

|  |  |
| --- | --- |
| Did all workers or occupants evacuate the building efficiently? If not, why? |  |
| Did all workers or occupants assemble at designated muster stations? If not, why? |  |
| Rate the overall effectiveness of: * Speed of evacuation
* Effectiveness of procedures
* Communication during drill
 |  |
| Total time required to evacuate building (minutes and seconds): |  |
| What went well:  |  |
| What should be improved (include assigning responsibilities): |  |
| Additional Comments:  |  |