

Evacuation Drill Evaluation Form

California State University Bakersfield

Time Alarm Sounded	Date of Drill	Person Completing Form
Time Building Evacuated	Building/ Location	
Total Evacuation Time In Minutes		
Person(s) Assigned to Evacuation Site to Handle Evacuees Names(s): <input type="checkbox"/> Yes <input type="checkbox"/> No _____	Person(s) Posted at Doors to Prevent Re-Entry Name(s): <input type="checkbox"/> Yes <input type="checkbox"/> No _____	
Person Assigned to Report to EOC Name: <input type="checkbox"/> Yes <input type="checkbox"/> No _____	Building Checked for Occupants Name(s): <input type="checkbox"/> Yes <input type="checkbox"/> No _____	
Classes in Session <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	All rooms were cleared of occupants <input type="checkbox"/> Yes <input type="checkbox"/> No	Alarm Could be Clearly Heard <input type="checkbox"/> Yes <input type="checkbox"/> No
What went right? _____ _____ _____ _____ _____		
What could be improved? _____ _____ _____ _____ _____		
Other Comments... _____ _____ _____ _____		
Are you confident we can clear buildings in a safe and organized manner? <input type="checkbox"/> Yes <input type="checkbox"/> No	My level of confidence in the ability of campus personnel to respond to a major emergency is <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	

General Instructions

1. Immediately begin to clear and secure building.
2. Direct people to use stairs.
3. Continually state where the assembly area [evacuation site] is located.
4. Check rooms and building.
5. Ensure no one re-enters the building until authorized to do so.
6. Notify your Building Coordinator once the evacuation has been completed.
7. Drill coordinators and/or Public Safety will notify you when re-entry is allowed.
8. Complete the “Evacuation Drill Evaluation Form” and respond to the Campus Emergency Operations Center for a debriefing.