## COMPANYNAME Emergency Drill Reporting Form

Person Completing Form	Date:
And Title:	

Drill Start Time:	Drill End Time:	Time of Evacuation:

Type of Drill	Notification/Alert Method:	Weather Conditions:
<ul> <li>Fire/Evacuation</li> <li>Lockdown</li> <li>Modified Lockdown</li> <li>Shelter-in-Place</li> <li>Medical Emergency</li> <li>Weather Emergency</li> <li>Other</li> </ul>	<ul> <li>Bell or Buzzer</li> <li>Intercom</li> <li>Phone</li> <li>Voice Notification</li> <li>Siren/Horn</li> <li>Other:</li> </ul>	<ul> <li>Clear</li> <li>Cloudy</li> <li>Raining</li> <li>Rain and Wind</li> <li>Windy</li> <li>Snow/ Sleet</li> <li>Hail</li> </ul>
Participants: (check all that apply)	Situation at Start of Drill	
<ul> <li>Senior Management</li> <li>Safety Personnel</li> <li>Employees/Staff</li> <li>Fire Department</li> <li>Emergency Medical Services         <ul> <li>Other:</li> </ul> </li> </ul>	<ul> <li>Before Business Hours</li> <li>During Business Hours</li> <li>Peak Business Hours</li> <li>Lunch Time</li> <li>After Business Hours</li> <li>Other:</li> </ul>	
Name of Participants		Company
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Problems Encountered (check all that apply)	
Congestion in hallways	Radio communication
Alarm/Notification not heard	network/computer problems
Employees unsure of what to do	noise impedes communications
Staff unsure of response/responsibilities	long time to evacuate building
Weather-related problems	personnel not serious about drill
Difficulties with evacuation of disabled	
personnel, customers or visitors	doors or exits blocked
Personnel not accounted for/in attendance	□ transportation
(note # below)	Interagency miscommunications
	incident command problems
	□ Other:
Extenuating Circumstances/Identified Factors/Specia	Condition Simulated:
Externating circumstances/identined Factors/specia	
Mitigation/Plans for improvement (check all that	Apply and explain below)
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Additional management training	cooperative planning with responders
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