Appendix 15-B
Form 15-1.2

EMERGENCY/EVACUATION DRILL ANALYSIS

DATE OF DRILL: _____ TIME: STARTED _____ ENDED_____

TYPE (Evacuation, Tornado, etc.) _____

1. ALARM NOTIFICATION:
   A. Who answered emergency line? _____
   B. How many rings before the phone was answered? _____
   C. How well was the call handled? _____
   D. How long before the alarm sounded? _____
   E. Was a P.A. announcement made?_____
   F. Was the announcement clear?_____

2. EVACUATION
   A. Did evacuation begin immediately? _____
   B. How long before everyone was out? _____
      Main Lobby_____
      Office Employee Exit _____
      Warehouse Exit _____
   C. Did all employees gather AWAY from the building? _____

3. CONTROL CENTER (if used)
   A. Who was present? _____
   B. Was anyone missing who should have been there? Give reason. _____
      _____

4. FIRE DEPARTMENT
   A. Did the Fire Department respond to the drill as a simulated emergency? _____
   B. If so, list response time: _____
   C. Who was present from the Fire Department? _____
   D. Did they have any comments on our drill?_____

5. RETURN TO THE BUILDING
   A. How long did the entire drill last before everyone was back on the job?
      _____