

EMERGENCY EXERCISE EVALUATION

Exercise Date/Time: Evaluator Name:

Room Number: Phone Number:

Organization: Emergency Assignment, e.g., Floor Warden,
Room Monitor:

Type Exercise (check one):

- Evacuation to Assembly Areas
- Take shelter (in building)
- Relocation (outside building to new location)
- Other (Please specify) _____

Please answer the following applicable questions:

Y/N

Were the emergency alarms, notifications, and directions clearly heard and understood?	
Did all employees follow emergency instructions? Report to protected shelter area? Immediately leave their work areas? Report to Relocation Area?	
Did all employees secure classified documents, turn off lights, and close the doors?	
Did Room Monitors verify that assigned area(s) were vacated?	
Did all employees leave via the nearest emergency stairway?	
Were the stairways able to handle the flow effectively?	
Did persons with disabilities or special needs report to the nearest Area of Refuge, shelter area, or relocation area? Was their Assistant with them? Did they report in using the stairway communication device? Did they stay in the Area of Refuge or exit down the stairway? Were employees knowledgeable about appropriate use of the evacuation chairs?	
Did the required Room Monitors report to Floor Warden that their area was clear?	
Did employees report immediately to the assigned Assembly Area, Shelter Area, or Relocation Area and report to supervisory personnel at that location?	
Did supervisors and employees identify and notify Security of any missing personnel, contractors or visitors, and their last know location?	

Did supervisors and employees wait for the All Clear before reentering the building?	
Was the All Clear clearly heard and understood by personnel?	
How long did it take you to reach your Assembly, Shelter, or Relocation Area and report in?	
What worked well? What needs to be improved? Other Comments:	