

NMSU FIRE DRILL EVACUATION REPORT

Date:	Building:	Dept(s):	
Observer name:			
Assessment Criteria	Yes	No	Comments
Depart. EAP available and up to date?			Updated last on ...
Are evacuation routes posted in bld?			
Was the evacuation orderly, calm?			
Is assembly point(s) clear to observer?			
Locations of assembly areas were:			
Who's in charge? Who's accounting for personnel? Who did sweep of building?			
Any comments from sweep personnel?			
Were doors in bld closed upon leaving?			
Duration of evacuation Was the time reasonable for size of evac?			Begin: End: Duration:
Evacuation count # =			People left inside: # re-entering before time:
Disabled person assisted # =			
Problems evacuating anyone?			
Was there an area of refuge identified?			
Exits signs in place & lighted			
Any hazardous operations/ open flames?			

Equipment used to perform Evacuation Assessment

- Watch * Cell phone
- Radio (Fire) * EAP information for building being evacuated