



Emergency Evacuation Drill Report

Emergency evacuation drills are required to be conducted once each month. A drill may be postponed or modified during severe weather: however, the reason for any postponement / modification must be documented and the drill rescheduled.

Facility Name: _____ Date of Drill: _____

Date of Rescheduled Drill: _____ Reason for Postponement: _____

Time Drill Started: _____ a.m. p.m. Time Evacuation Completed: _____ a.m. p.m.

1. Was everyone evacuated within 150 seconds? Yes No

If "No," please explain: _____

2. Describe responses of the children during the drill: _____

3. List the names of children present who did not participate and reasons for non-participation.

Name of Child:

Reasons for non-participation:

4. Names of employees on duty during drill:

Actions taken by each employee:

5. Were existing policies followed? Yes No If "Yes" please proceed to #6.
If "No" please explain and then proceed to #7:

6. Were the existing policies effective? Yes No

If "No", describe how the policy will be revised for future drills: _____

7. List any suggestions for improving future drills: _____

8. Was this drill modified? For example, did you use an alternative route? Yes No

a) List reasons for modification(s): _____

b) Describe nature of the modification: _____

Name and position of person completing this form:

Print Name

Position

Signature

Date