

**FIRE EXIT DRILL  
EVALUATION SHEET**

BUILDING: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TIME OF DAY: \_\_\_\_\_ FLOOR NUMBER: \_\_\_\_\_

ELAPSED TIME OF FLOOR EVACUATION: \_\_\_\_\_

ELAPSED TIME OF BUILDING EVACUATION: \_\_\_\_\_

FIRE DEPARTMENT NOTIFICATION TIME: \_\_\_\_\_

FIRE DEPARTMENT ON-SCENE TIME: \_\_\_\_\_

HOW WAS FIRE DEPARTMENT NOTIFIED: \_\_\_\_\_

	YES	NO	N/A
DID OCCUPANTS RESPOND QUICKLY TO FIRE ALARM SIGNAL?	_____	_____	_____
WERE OCCUPANTS FAMILIAR WITH FIRE EXIT PROCEDURES?	_____	_____	_____
WERE ELEVATOR MONITORS USED?	_____	_____	_____
WERE STAIRWAY MONITORS USED?	_____	_____	_____
WAS EVACUATION CALM AND ORDERLY?	_____	_____	_____
WERE EXIT DOORS UNLOCKED?	_____	_____	_____
WAS ASSISTANCE PROVIDED FOR THE DISABLED?	_____	_____	_____
WAS ASSISTANCE PROVIDED FOR THE ELDERLY?	_____	_____	_____
WAS ASSISTANCE PROVIDED FOR VISITORS?	_____	_____	_____
WERE SEARCHERS USED TO CONFIRM EVACUATION?	_____	_____	_____
WERE CORRIDORS AND STAIRWAYS CLEAR OF OBSTACLES?	_____	_____	_____

OBSERVER: \_\_\_\_\_

SIGNATURES: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_