

Emergency Evacuation Drill Documentation

General Information

Location

Date

Time

Drill Coordinator

Observer(s)

Drill Details

Type of Drill

Drill Objective

Evacuation Procedure

Participation

Departments/Groups Involved

Number of Participants

Drill Observations

Drill Timeline & Important Events

Challenges/Issues Noted

Actions Taken During Drill

Evaluation & Recommendations

What Went Well

Areas for Improvement

Recommendations

Sign-Off

Name

Signature

Date