

Emergency Drill Evaluation Form

Drill Details

Date of Drill

Time

Location

Type of Drill

Evaluator(s) Name

Participation

Departments/Teams Involved

Total Number of Participants

List of Key Roles (e.g., Coordinator, First Aid, Fire Warden)

Evaluation

Response Time (from alarm to assembly)

Evacuation Procedure Followed?

Communication Effectiveness

Team Coordination

Observations & Findings

Positive Aspects

Areas for Improvement

Any Issues Encountered

Recommendations

Suggestions/Action Items