

High-Rise Office Evacuation Drill Report Form

Date of Drill

Time of Drill Start

Time of Drill End

Building Name

Floor(s) Involved

Drill Coordinator

Number of Occupants Participated

Number of Staff Evacuated

Evacuation Details

Assembly Point Location

Evacuation Duration (minutes)

Departments/Offices Covered

Issues Observed (evacuation, alarms, exits, etc.)

Actions Taken During the Drill

Lessons Learned/Recommendations

Report Prepared By

Date