

**University of Louisiana at Monroe  
Environmental Health and Safety Department**

***Fire Drill / Building Evacuation Report***

Building Name: \_\_\_\_\_ Date: \_\_\_\_\_

Evacuation Start Time: \_\_\_\_\_ Stop Time: \_\_\_\_\_

Approximate Number of People Evacuated: \_\_\_\_\_ Total Time Taken: \_\_\_\_\_

#	Item	YES	NO	N/A	Comments
1	Was the evacuation of the building conducted in a safe, orderly manner?				
2	Did building occupants use the closest exits?				
3	Did anyone enter the building during the evacuation?				
4	Did everyone in the building evacuate?				
5	Were fire alarms audible throughout the building?				
6	Were interior doors closed properly?				
7	Were handicapped occupants evacuated safely?				
8	Were elevators used?				
9	Did everyone assemble in the proper locations?				

**List other comments about the drill / evacuation in the space below:**

#	Item	Comments

Person Completing this Report (print name): \_\_\_\_\_

Person Completing this Report (signature): \_\_\_\_\_

Upon completion of this report please retain a copy for your records and submit a copy to the ULM Environmental Health & Safety office.