Emergency Evacuation Drill Checklist

Use this checklist to plan, conduct, and evaluate emergency evacuation drills. Each item should be checked by a competent person and corrective actions noted where necessary.

Section	Inspection Item	Yes/No	Comments
Planning & Preparation	Drill objectives defined (fire, chemical, security, earthquake, etc.)		
Planning & Preparation	Date, time, and frequency of drill scheduled		
Planning & Preparation	Roles assigned (coordinator, wardens, first aiders)		
Planning & Preparation	Staff notified or unannounced drill decision made		
Planning & Preparation	Communication plan tested (alarms, PA, radios)		
During Drill	Alarm system activated and audible throughout facility		
During Drill	Evacuation routes and exits clear and accessible		
During Drill	Staff response time observed and recorded		
During Drill	Assistance provided to persons with disabilities/special needs		
During Drill	Contractors and visitors included in evacuation		
Assembly & Roll Call	Assembly points clearly marked and accessible		
Assembly & Roll Call	Roll call conducted, head count completed		
Assembly & Roll Call	Missing persons identified and reported		
Post-Drill Evaluation	Drill duration measured (alarm to assembly complete)		
Post-Drill Evaluation	Communication systems evaluated for effectiveness		
Post-Drill Evaluation	Issues with emergency equipment recorded (alarms, extinguishers)		
Corrective Actions & Follow-Up	Improvement areas identified and documented		
Corrective Actions & Follow-Up	Corrective actions assigned with owners and due dates		
Corrective Actions & Follow-Up	Next drill scheduled and communicated		

Inspector Name & Signature: _____

Date: _____