**EVACUATION DRILL REPORT**

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| **University of Kansas****Evacuation Drill Report** |
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| **Building Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building Number: \_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Date of Drill: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Time Evacuation Started:\_\_\_\_\_\_\_\_\_\_ ­ Ended: \_\_\_\_\_\_\_\_\_\_ Total Time: \_\_\_\_\_\_\_\_\_\_\_** |
| **Number of Participants (approximately):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
|  | **Yes** | **No** |
| **Did occupants immediately begin to evacuate the building when alarm sounded?** |[ ] [ ]
| **Were restrooms and confined areas evacuated?** |[ ] [ ]
| **Were handicapped person(s) provided assistance?** |[ ] [ ]
| **Were doors closed to contain smoke/fire?** |[ ] [ ]
| **Did everyone evacuate the building?** |[ ] [ ]
| **Did everyone remain outside the building and wait for further instructions?** |[ ] [ ]
| **Was the drill conducted in an orderly manner?** |[ ] [ ]
| **Drill Rating:**  | [ ]  **P (No Challenges)**  | [ ]  **S (Some Challenges)** |
|  | [ ]  **M (Major Challenges)**  | [ ]  **U (Not Performed)** |
| **Comments:** |
| **Observed/Rated By:**  |
| **Building Emergency Liaison/****Person in Charge:** |
| **Submit report electronically to the Emergency Management Coordinator at** **kupso@ku.edu** |

**Ratings Definitions**

| **Performed without Challenges (P)** | The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. |
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| **Performed with Some Challenges (S)** | The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. However, opportunities to enhance effectiveness and/or efficiency were identified. |
| **Performed with Major Challenges (M)** | The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s), but some or all of the following were observed: demonstrated performance had a negative impact on the performance of other activities; contributed to additional health and/or safety risks for the public or for emergency workers; and/or was not conducted in accordance with applicable plans, policies, procedures, regulations, and laws. |
| **Unable to be Performed (U)** | The targets and critical tasks associated with the core capability were not performed in a manner that achieved the objective(s). |