**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**](mailto: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). |