

**FIRE DRILL EVALUATION FORM**

Date of Drill: \_\_\_\_\_ Location: \_\_\_\_\_

What was the drill scenario? \_\_\_\_\_

Yes	No	Feedback	Comments
		Was the JSU Police Department notified in advance of drill?	
		Did the alarm sound clearly and without malfunctioning during the drill?	
		Could the alarm be heard in all areas?	
		Did all fire doors close properly?	
		Did all magnetically locked exit doors release?	
		Were all hallways and exits clear of obstructions?	
		Did all faculty, staff, students, and visitors evacuate?	
		Are staff members assigned to sweep the building for accountability purposes?	
		Was a staff member assigned to prevent reentry into the building?	
		Did everyone avoid using the elevator?	
		Were any special needs persons identified during the drill?	
		Were all office doors closed but <b>not locked</b> ?	
		Did a staff person notify the JSU Police Department to ensure they received the alarm?	
		Was the JSU Police Department notified at the end of the drill?	
		Was the alarm reset?	

Drill start time: \_\_\_\_\_ Time of complete evacuation: \_\_\_\_\_

Time of all-clear signal: \_\_\_\_\_ Total elapsed time: \_\_\_\_\_

**Summation:**

Reported By: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail/Phone: \_\_\_\_\_

Please forward a copy of this completed form to the JSU Police Department, 700 Pelham Road North  
Jacksonville, AL 36265.