### Evacuation Drill Checklist

#### BUILDING INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Building Manager:</td>
<td></td>
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<tr>
<td>Evacuation committee members:</td>
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#### CHECKLIST

- [ ] Assemble evacuation committee (Building manager and evacuation team members)
- [ ] Review and update the building evacuation plan (as necessary) with Risk Management
- [ ] Collaborate with Risk Management and identify drill type and date (Ensure there are no critical operations on the drill date and identify a makeup date to accommodate for any severe weather)
- [ ] Invite the fire department and Northwestern Police Department to participate in the drill
- [ ] Prior to the drill, hold an evacuation warden meeting to review the responsibilities and procedures
- [ ] Send out an email reminder, one month prior to the drill, to all building occupants about the building’s evacuation procedure and where to find it
- [ ] Immediately after the drill, building occupants complete post-drill surveys provided by the evacuation committee
- [ ] Conduct a post-drill debrief using Northwestern’s evacuation debrief form and post-drill survey report provided by Risk Management

### Comments:

| Comments: |          |