

Northwestern University

Evacuation Drill Checklist

BUILDING INFORMATION	
Name:	
Building Manager:	
Evacuation committee members:	

CHECKLIST		
<input type="checkbox"/>	Assemble evacuation committee (Building manager and evacuation team members)	
<input type="checkbox"/>	Review and update the building evacuation plan (as necessary) with Risk Management	
<input type="checkbox"/>	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)	
<input type="checkbox"/>	Invite the fire department and Northwestern Police Department to participate in the drill	
<input type="checkbox"/>	Prior to the drill, hold an evacuation warden meeting to review the responsibilities and procedures	
<input type="checkbox"/>	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	
<input type="checkbox"/>	Immediately after the drill, building occupants complete post-drill surveys provided by the evacuation committee	
<input type="checkbox"/>	Conduct a post-drill debrief using Northwestern's evacuation debrief form and post-drill survey report provided by Risk Management	

Comments: