

Evacuation Drill Checklist



Building Information	
Name:	
Building Manager:	
Evacuation Committee Members:	
Checklist	
	Assemble the evacuation committee (i.e., 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, have the building occupants complete post-drill surveys , provided by the evacuation committee.
	Conduct a post-drill debrief with Northwestern's evacuation debrief form and the post-drill survey report, provided by Risk Management.
Comments	