

## EVACUATION DRILL -OBSERVER'S CHECKLIST

Date \_\_\_\_\_

Time \_\_\_\_\_

S.N		YES	NO	REMARKS
1	Fire alarm working in the area observed			
2	Fire alarm audible in the area observed			
3	Children are gathered and explained what is happening and what to do next			
4	Panic is contained			
5	All windows are closed			
6	HRT picks up the daily attendance sheet on her/his way out			
7	Very young students or students with mobility issues/disabilities are carried by adults			
8	All doors are kept closed on the way out			
9	Students are moving in line			
10	Students are guided to walk and not run			
11	There is an adult at both front and back of the line			
12	Closest emergency exit is used			
13	Emergency exits are free of any obstructions			
14	There is additional personnel(admin) to assist in the areas that get crowded: stairs, gates and when crossing the street			
15	There is a designated			

	person in each building who sweeps all rooms/spaces to make sure no one left behind			
16	The person working at the Reception area collects the staff sign-in file before leaving the area			
17	Assembly points are safe to reach			
18	Students are instructed to cross the street side by side instead of in a line			
19	Students are instructed to line up by class at the assembly point			
20	Each HRT does a head count for her/his class as per the attendance sheet			
21	Incident Commander does the head count for all staff as per the staff sign-in file			
22	All staff and students wait at the assembly point until the Incident Commander clears the return to the premises			

Notes \_\_\_\_\_

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Observer's name: \_\_\_\_\_

Observer's signature: \_\_\_\_\_