**Drill Evaluation Form**

**PURPOSE:** *This form can be utilized to help determine what does or does not work and identify what improvements may be made to your Emergency Response program.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Drill Description: | Name of Participating Outside Agencies: | | | | | |
| Location of Drill: | Duration of Drill: | | | | | |
| Date of Drill: |  | | | | | |
| **General Evaluation** | **1** | **2** | **3** | **4** | **5** | **COMMENTS AND OBSERVATIONS** |
| All personnel were notified in a timely manner once “drill” was initiated. **\*\*Note, this includes contractors and other on-site visitors as well\*\*** |  |  |  |  |  |  |
| Personnel evacuated in a timely manner once notification of “drill” was received. |  |  |  |  |  |  |
| Personnel followed established evacuation routes to their assembly area(s). |  |  |  |  |  |  |
| Headcount was conducted while in assembly areas. |  |  |  |  |  |  |
| Personnel stayed in assembly area(s) until all clear was called. |  |  |  |  |  |  |
| Incident command was initiated in a timely manner. |  |  |  |  |  |  |
| **Total** |  | | | | |  |

**RATING SCALE**(5) 90-100- OUTSTANDING (3) 70-79- SATISFACTORY (1) 59 & Below-NEEDS IMPROVEMENT

(4) 80-89- VERY SATISFACTORY (2) 60-69- FAIR

**RECOMMENDATIONS:**

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