**Drill Observation Report (Form)**

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| --- | --- | --- | --- | --- | --- | --- |
| **Property Name** | | **City/State** | **Observer** | | | |
| **Date of Drill** | | **Floor/Area Observed** | **Designated Assembly Area** | | | |
| **Timing** | **Alarm Sounded** | **Evacuation Order Received** | **Building cleared** | **Last arrival at Assembly Area** | **Rent Roll check Completed** | **“All Clear”** |
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**Critique Points**

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| 1. Method(s) used to summon Response Team |
| 2. Method(s) used to alert residents |
| 3. Cooperation of residents |
| 4. Property team’s control of residents |
| 5. Property team’s execution of responsibilities |
| 6. Effectiveness of communications |
|  |
| 7. Areas where alarm system was not heard |
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| 8. Exits/hallways blocked? |
| 9. Elevators cleared & elevator key used? |
| 10. Utilization of equipment (team member equipment, etc.) |
| 11. Fire doors closed? |
| 12. Laundry rooms checked? |
| 13. Underground parking checked? |
| 14. Storage or other common rooms checked? |
| 15. Efficiency of rent roll check and teams response for “unaccounted for residents”? |
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| 16. Effectiveness of scenario, if applicable? |
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| 17. General attitude of participants? |
| General Observations/Problems Encountered |

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General Manager/SEC Signature Date