

# Drill Observation Report (Form)

|               |               |                           |                          |                               |                           |             |
|---------------|---------------|---------------------------|--------------------------|-------------------------------|---------------------------|-------------|
| 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" |
|               |               |                           |                          |                               |                           |             |

## Critique Points

|   |
|---|
| 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   |
|   |
| 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"? |
|   |
| 16. Effectiveness of scenario, if applicable?   |
|   |
| 17. General attitude of participants?   |
| General Observations/Problems Encountered   |
|   |

\_\_\_\_\_  
General Manager/SEC Signature

\_\_\_\_\_  
Date

