**📝 H2O HQ – EAP Drill Evaluation Form (Building-Wide)**

**📅 Drill Details**

| **Field** | **Entry** |
| --- | --- |
| Drill Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Drill Type | ☐ Announced ☐ Surprise |
| Scenario | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Drill Location(s) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Drill Coordinator | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Observers/Evaluators | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**🚨 Scenario Details**

| **Field** | **Entry** |
| --- | --- |
| Emergency Type | ☐ Fire ☐ Active Shooter ☐ Chemical Spill ☐ Medical ☐ Other: |
| Start Time (Drill Begins) |  |
| End Time (Drill Ends) |  |
| Total Duration |  |

**🧑‍💼 Staff Response Evaluation**

| **Category** | **Excellent** | **Satisfactory** | **Needs Improvement** | **Notes** |
| --- | --- | --- | --- | --- |
| Recognition of Emergency | ☐ | ☐ | ☐ |  |
| EAP Activation (Alarms, 911) | ☐ | ☐ | ☐ |  |
| Communication Chain Followed | ☐ | ☐ | ☐ |  |
| Staff Role Execution | ☐ | ☐ | ☐ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Evacuation Route Use | ☐ | ☐ | ☐ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Patron/Visitor Management | ☐ | ☐ | ☐ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Equipment Use (AED, Kits) | ☐ | ☐ | ☐ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Time to Complete Evacuation | \_\_\_\_\_\_\_\_\_\_\_ minutes |  |  |  |

**📋 Observer Notes**

✅ What went well?

✅ Areas for improvement:

✅ Specific issues observed (e.g., blocked exits, poor communication):

**📌 Post-Drill Debrief**

| **Field** | **Entry** |
| --- | --- |
| Debrief Conducted? | ☐ Yes ☐ No |
| Date/Time of Debrief | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Staff Attendance | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Corrective Actions Required? | ☐ Yes ☐ No |
| Follow-Up Drill Scheduled? | ☐ Yes ☐ No |
| Next Drill Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**✅ Drill Summary (For File)**

| Pass/Fail Overall | ☐ Pass ☐ Needs Improvement |  
| Prepared By (Evaluator) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  
| Date Completed | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |