**RICHLAND COUNTY RECREATION COMMISSION**

**EMERGENCY DRILL CHECKLIST**

Name of Building:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Building Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Drill Monitor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title/Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Drill Conducted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Drill Type: **Evacuation Non-Evacuation**

# Location to which occupants relocated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Method of activation of drill alarm:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time alarm activated:\_\_\_\_\_\_\_\_\_\_\_\_

# Time occupants vacated drill floor:\_\_\_\_\_\_\_\_\_\_

### Camp Personnel Responsibilities

1. Emergency contact numbers secured with staff personnel: **Yes No**

2. Attendance sheet secured for headcount: **Yes No**

3. Head count conducted at designated relocation site: **Yes No**

## Floor Response Personnel

1. Evacuation Director present: **No Yes Unobserved**

2. Assistant Evacuation Director (s) present: **No Yes Unobserved**

3. Search monitors: **No Yes Unobserved**

4. Assistants to the physically disabled and non-ambulatory: **No Yes Unobserved**

5. Interior doors closed but not locked after searched: **No Yes Unobserved**

6. Evacuation assistants checked rest rooms: **No Yes Unobserved**

7. Over all response of floor response team.: **Satisfactory Unsatisfactory**

### Occupant Response

1. Was 911 emergency call simulated: **Yes No Unobserved**

2. Occupant initial response on sounding of alarm: **Satisfactory Unsatisfactory**

3. Did evacuation proceed in smooth and orderly manner? **Yes No Unobserved**

4. Did visitors to building participate in drill? **Yes No Unobserved**

5. Overall response of occupants: **Satisfactory Unsatisfactory**

Drill Monitor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of emergency drill: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_