

HENNEPIN COUNTY PROPERTY SERVICES
FIRE EVACUATION EVALUATION
Fire Drill Evaluators' Report – City Hall

Instructions: Floor Monitors should use this form to evaluate the fire evacuation. Give completed forms to Hennepin County Security after the fire drill or alarm event.

Name of Building: Minneapolis City Hall **Evacuation Floor/Room #(s)** _____

Date: _____ **Start Time:** _____ **End Time:** _____ **# Floor Monitors Responding:** _____

Floor Monitor Response	Yes	No
1. Were an adequate number of Floor Monitors available to assist the evacuation?		
2. Did Floor Monitors wear high-visibility garments?		
3. Did Floor Monitors search their area before leaving?		
4. Did Floor Monitors direct employees and visitors to designated evacuation routes?		
5. Did Floor Monitors direct employees and visitors to designated assembly areas?		
6. Did Floor Monitors check in at designated assembly areas to report areas clear?		

Comments on Floor Monitor response: _____

Employee and Visitor Response	Yes	No
1. Did employees and visitors respond to alarm and evacuate in an orderly manner?		
2. Did employees and visitors use designated evacuation routes to leave their area?		
3. Did employees and visitors avoid the use of elevators or open stairwells to exit?		
4. Did employees and visitors follow directions to designated assembly areas?		
5. Did persons needing assistance get help to exit the building or go to waiting area?		

Comments on employee and visitor response: _____

Staff Response	Yes	No
1. Was adequate number of Building Security staff available to assist the evacuation?		
2. Was adequate number of MBC staff available to assist the evacuation?		
3. Was HC Workplace Safety or an outside evaluator present?		
4. Was communication clear among Security, MBC staff and Floor Monitors?		

Comments on Staff response: _____

Fire Protection Equipment	Yes	No
1. Was the fire alarm audible and strobes visible on all floors?		
2. Was voice notification audible and understandable?		
3. Were all doors, corridors, and stairways unobstructed?		
4. Did automatic door closers operate properly, if installed?		
5. Was automatic equipment shutdown activated, as required?		

Comments on fire protection equipment response: _____

OVERALL DRILL EVALUATION comments: _____

Names and Signature of Drill Evaluator: _____
