

**University of Louisiana at Monroe
Environmental Health and Safety Department**

Date:

Stop Time:

Total Time
Taken:

	Item	YES	NO	N/A	Comments
1	Was the evacuation of the building conducted in a safe, orderly manner?				
2	Did building occupants use the closest exits?				
3	Did anyone enter the building during the evacuation?				
4	Did everyone in the building evacuate?				
5	Were fire alarms audible throughout the building?				
6	Were interior doors closed properly?				
7	Were handicapped occupants evacuated safely?				
8	Were elevators used?				
9	Did everyone assemble in the proper locations?				

#	Item
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Person Completing this Report (print name):

Person Completing this Report (signature):