

LA SIERRA UNIVERSITY

Evacuation Drill Response Form

Note: This form should be completed for any false alarm and scheduled evacuation drill which results in a building evacuation.
If you have questions regarding this form, please call Risk Management & ADA at x2102.

Section 1: General Information

Date/Time Evacuation Drill conducted: _____

Building Name and SB Coordinator: _____

Person Supervising the Drill: _____

Section 2: Alarm Information

Time Alarm Set-Off: _____ A.M. / P.M.

Time Alarm Silenced: _____ A.M. / P.M.

CALL Campus Security x2222 or 951-785-5222? Yes No

Ask if the Alarm Signal was received by Security dispatcher Yes No

Did Alarm Devices Activate? Yes No

Was there any trouble with the initiating alarm devices or alarm panel? Yes No

Maintenance Response Time: _____ Min.

Security Response Time: _____ Min.

Section 3: Evacuation Information

Evacuation time: _____ Min.

Did everyone in the building evacuate? Yes No

Did everyone proceed to the predetermined assembly area? Yes No

Was the evacuation orderly? Yes No

Were there disabled persons requiring assistance? Yes No

Please provide observations or recommendation drill process: _____

ASSEMBLY AREA 100 Feet away from the building

Administration	Lower Campus Mall	Palmer Hall	Across Campus Drive,
Ambs Hall	Middel Campus Mall front of Bldg	Physical Plant	In front of Bldg across prkg lot
Angwin Hall	Lower Campus Mall front of Bldg	Price Science Complex	1 st floor, back of Palmer Hall
Calkins	Lower Campus Mall Front of Bldg		2 nd floor, inf front of Coss Hall
Commons/Bookstore	Lower Campus Mall iRear of Bldg	Psychology	Parking Lot West of Bldg
Cossentine Hall	Parking lot South of Bldg	San Fernando Hall	Lower Campus Mall front of Bldg
Gladwyn Hall	Lower Campus Mall Front of Bldg	SB	Middle Campus Mall front of Bldg
Health & Physical Ed	Field East of Trailer	S of Ed	Middle Campus Mall
HMA	Lower Campus Mall front Bldg	Sierra Towers	Cross to the Parking Lot
La Sierra Hall	Lower Campus Mall front of Bldg	South Hall	Lower Campus Mall front of Bldg
Library	Middle Campus Mall front of Bldg	VAC	Parking Lot in front of Bldg

**PLEASE RETURN THIS FORM TO THE OFFICE of RISK MANAGEMENT & ADA, ADMIN BLDG, ROOM 219