

# SITE EVACUATION REPORT

The site evacuation report is designed to identify why an evacuation was done, how well the evacuation went, and areas that could be improved upon. Please print all entries.

Project Name: \_\_\_\_\_ Location: \_\_\_\_\_

Why was the evacuation carried out? Explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time of evacuation: \_\_\_\_\_ Date: (M/D/Y) \_\_\_\_\_

Who ordered the evacuation?

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Were there any third party agencies involved (i.e., fire department, police, etc.)?  Yes  No

If yes, identify who the third parties were. \_\_\_\_\_

What time were headcounts completed? 24-hour clock \_\_\_\_\_

Were all on-site personnel accounted for? \_\_\_\_\_

Give a brief description of the events that occurred during the site evacuation. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any recommendations or areas that could be improved? Explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of person completing this form (print): \_\_\_\_\_

Job Title: \_\_\_\_\_ Date of Report (M/D/Y): \_\_\_\_\_

Signature: \_\_\_\_\_