**Violence Threat and Armed Intruder Drill**

**Evaluation Form**

Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Time of drill:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AM / PM Position/Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **To be filled out by all employees** | **Yes** | **No** | **N/A** |
| Are all emergency exit signs clearly marked? |  |  |  |
| Are the emergency procedures posted and easy to see/read? |  |  |  |
| Emergency routes clearly lit? |  |  |  |
| Are you aware of the emergency preparedness policy? |  |  |  |
| Are all doors able to be locked? |  |  |  |
| Did everyone immediately respond upon hearing the alarm? |  |  |  |
| Were exit doors and stairwells clear of obstruction? |  |  |  |
| Are you aware of the procedures for violence threat or armed intruder? |  |  |  |
| Are you aware of the location of the nearest emergency exit? |  |  |  |
| Was there any personnel making too much noise?  **If yes, put details below** |  |  |  |
| Was there any confusion? |  |  |  |
| Did you know what you were supposed to do?  And  Did you do it? |  |  |  |
| Did any personnel refuse to participate?  **If yes, put details below** |  |  |  |
| Did management do everything thing they were supposed to?  **If no, put details below** |  |  |  |
| What could be done better? **Answer below** |  |  |  |

**Other Comments / Concerns:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **To be filled out by supervisors / managers** | **Yes** | **No** | **N/A** |
| Security notified and instructed before the drill? |  |  |  |
| Alarm company notified before the drill?  Alarm company phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of person contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Alarm company notified after drill is finished. |  |  |  |
| Time drill  Start: \_\_\_\_\_\_\_\_\_\_\_\_AM / PM  Finish: \_\_\_\_\_\_\_\_\_\_\_\_AM / PM |  |  |  |
| All doors locked and checked |  |  |  |
| During drill, was there any noise coming from any employee or group?  **If yes, put details below** |  |  |  |
| Did all employees behave in an appropriate manner? |  |  |  |
| Did any employee or work group refuse to evacuate during drill?  **If yes, put details below** |  |  |  |
| Intercom can be heard in all work areas? |  |  |  |
| “All clear” announced after drill completed |  |  |  |
| All employees accounted for? |  |  |  |
| Restrooms & hallways are cleared |  |  |  |
| Any comments or concerns followed up and investigated |  |  |  |
| Anyone not present during drill? **Answer below** |  |  |  |
| All documentation of drill is properly recorded. |  |  |  |
| What could be done better? **Answer below** |  |  |  |

**Other Comments / Concerns:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recommended Corrective Actions:**

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**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For supervisors / management**

Upon completion of evaluation forms, supervisors and management will review evaluations completed by all involved with the drill. Management shall strive to improve drill performance.

* Any person(s) that refuse to participate in drills shall result in verbal warnings, written warnings followed by termination.
* Anyone not present during drill shall be noted and ensured to participate in next drill.
* Should drill performance not improve, further training is recommended for lacking areas.
* All drills must be documented.
* The documentation should identify the date of the drill, persons participating, the type of drill, drill scenario, and the summary analysis and outcomes of the drill.

References

<https://firecomm.gov.mb.ca/home.html>

<https://www.fbi.gov/how-we-can-help-you/safety-resources/active-shooter-safety-resources>

<https://www.rmc-cmr.ca/en/j3-operations/critical-incident-program>