

**Loyola University New Orleans
EMERGENCY EVACUATION PROCEDURES**

Emergency Evacuation Report

Date and time of evacuation: _____

Building name: _____

Reason for Evacuation: _____

Reports from Floor Monitors (attach sheets if needed)

Name and Floor

Comments

Name and Floor	Comments
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Was the evacuation orderly or was there confusion?

Did building occupants use the closest exits?

Did they move to a location away from the building?

Did all office and floor monitors report the status of their areas to the building coordinator?

Comments: _____

Building Coordinator Name

Signature

Date

Please use this form during an evacuation to obtain information from Floor Monitors and report to emergency response personnel. Complete the report and send copies to University Police.