|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Building/Unit:** | | **Date:** Click here to enter a date. | | |
| **Exercise leader:** | | **Participants:** | | |
| **Floor Contact:** | | **Evacuation time:** | | |
| **Relevant factors** | | |
| **Type of drill** (e.g., evacuation, theory, extinguishing)**:** | | **The drill has been notified to:**  □ The fire brigade  □ The Security Operation Centre  □ Operations personnel in Estate Department (EA)  □ Floor Contacts  Other: |
| **Purpose:** | | |
| **Description of process:** | | |
| **The following worked well:** | | |
| **The following worked less well and needs to be followed up:** | | |

Errors and deficiencies that require follow-up must be registered in the [Speak up](https://www.uio.no/english/about/hse/speak-up/) portal