

Emergency Warden Evacuation Report

How to use this form:

Emergency Warden: In the event of an evacuation, upon clearing your area and gathering at your muster area, complete this form as applicable and immediately pass along to your Emergency Captain.

Emergency Captain: Review reports for your Fire Wardens and be prepared to relay info to authorized personnel (i.e. Supervisor, Plant Operations, Security, and Fire Department).

Building:	Date and Time:
Completed by:	Department:
Nature of Emergency: URGENT NEEDS (e.g., fire, rescue, severe flooding from plumbing break, etc.):	

PERSONNEL STATUS	YES (Number?):	Don't Know?	NO (Number?):	Location
Has the building been fully evacuated?	YES or NO			
Any Persons Requiring Medical Attention?				
• Urgent				
• Minor				
• Unknown				
Individuals Trapped?				
• In building				
• In elevator				
• In staircase				
Special Events Taking place in the building today?				

What actions have been taken (if any)?

I.e. has the fire been extinguished with a portable extinguisher, has the fire been isolated, what emergency systems have been activated (sprinklers?), are staff and the Emergency Wardens helping to evacuate the building etc.

Other Observations: