

Emergency Warden Evacuation Report

How to use this form:

Emergency Warden: Complete this form as applicable and immediately pass along to your Emergency Captain.

Emergency Captain: Please review the report then submit to the Environmental Safety Officer – Richard Doyle via attachment in an email message after evacuation.

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

Has the building been fully evacuated?	YES or NO	Personnel Number?	Personnel requiring Medical Aid location (i.e., SJB 221)
Any Persons Requiring Medical Attention (MA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
• Urgent	<input type="checkbox"/> Yes <input type="checkbox"/> No		
• Minor	<input type="checkbox"/> Yes <input type="checkbox"/> No		
• Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Individuals Trapped?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
• In building	<input type="checkbox"/> Yes <input type="checkbox"/> No		
• In elevator	<input type="checkbox"/> Yes <input type="checkbox"/> No		
• In staircase	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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: