



BUILDING EMERGENCY PROCEDURES

Emergency Evacuation Checklist

This form is to be filled in after an Emergency Evacuation by the Chief Warden.

Emergency Details

Name (of person reporting):	
Role/Title:	
Phone number:	
Email Address:	
Date of Emergency Evacuation	
Specific area (if applicable):	
Level of Occupancy (approximate number of people in building)	
Planned evacuation exercise /Real emergency	

Evacuation Sequence of Events (use 24 hour time or give details)

Alarm activation and Evacuation commenced (when evac tone sounded):	
Names of Deputy Wardens appointed	
Wardens guard entry points and move occupants to assembly area:	
Evacuation completed:	

Evacuation Debrief/Evaluation: any other comments