

## “C” Building Evacuation Incident Report Form

*This form MUST be completed for each time evacuation occurred  
Forward completed form to the Emergency Response Director*

Building Warden signature: \_\_\_\_\_

Evacuation Date: \_\_\_\_\_

Time incident start: \_\_\_\_\_ Time building was clear to re-enter: \_\_\_\_\_

Reason for evacuation:

<input type="checkbox"/> fire	<input type="checkbox"/> chemical spill	Describe/remarks:
<input type="checkbox"/> other	<input type="checkbox"/> contractor work	

<b>Emergency Response Director (Deputy)</b>	<b>Helen Wright (Sabrina Fried)</b>
<b>Building Warden</b>	<b>Dana Zendrowski</b>
<b>Alternate Building Warden</b>	<b>Jonathan Lau</b>

Location	Warden/ Alternate Name	Area checked by floor warden clear of occupants
<b>3rd Floor (C424B)</b>	Dana Zendrowski (C424B) Jonathan Lau (C424)	
<b>2nd Floor (C324/6)</b>	Felix Shuen (C326) Jay Wickenden (C326A)	
<b>Main Floor (C224/6)</b>	Sophia Wang (C224/226) Robin Stoodley (C226B)	
<b>First Aid Attendants</b>	Shuen, Felix Wang, Sophia Wickenden, Jay	