

## “E” 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>Marshall Lapawa</b>
<b>Alternate Building Warden</b>	<b>Derek Smith</b>

Location	Warden/ Alternate Name	Area checked by floor warden clear of occupants
<b>4th Floor</b>	Mohammad Chaudhry (E413/5) Miguel Soto (E415)	
<b>3rd Floor</b>	Jenny Lai (E313)	
<b>2nd Floor</b>	Brian Patrick (E214) Anita Lam (E217)	
<b>Main Floor</b>	Saeid Kamal (E111)	
<b>Basement</b>	Mark Okon (NMR)	
<b>First Aid Attendants</b>	Arsenault, Nicole Cross, Trevor Lewis, Lev Ochola, Janet Smith, Derek Straus, Suzana Yuan, Jennifer	