

“B” 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	

Emergency Response Director (Deputy)	Helen Wright (Ken MacFarlane &/or Sabrina Fried)
Building Warden	Maria Ezhova (B460)
Alternate Building Warden	Ben Herring (B353)

Location	Warden/ Alternate Name	Area checked by floor warden clear of occupants
3rd Floor (B450-B472)	Guillaume Bussiere (B450A) Anthony Chan	
2nd Floor (B350-B372)	Kristoffer Asperin (B370) Anne Thomas (B370)	
1st Floor (B250-B272)	Becca Willes (B270E) Anne Thomas (B370)	
Basement (B150-B172)	Xin-Hui Huang (B170) Elan Vered (B170)	
First Aid Attendants	Ezhova, Maria Herring, Ben Vered, Elan	