

“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 (Sabrina Fried) |
| Building Warden | Maria Ezhova (B460) |
| Alternate Building Warden | Guillaume Bussiere B450A) |

| Location | Warden/ Alternate Name | Area checked by floor warden clear of occupants |
|------------------------------|--|---|
| 3rd Floor (B450-B472) | Maria Ezhova (B460) Guillaume Bussiere (B450A) | |
| 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 Thomas, Anne Vered, Elan | |