“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:

- [ ] fire
- [ ] chemical spill
- [ ] contractor work
  
  Describe/remarks:

<table>
<thead>
<tr>
<th>Emergency Response Director (Deputy)</th>
<th>Helen Wright (Sabrina Fried)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Warden</td>
<td>Jay Wickenden (C326A)</td>
</tr>
<tr>
<td>Alternate Building Warden</td>
<td>Lourdes Valdes (C326)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>Warden/ Alternate Name</th>
<th>Area checked by floor warden clear of occupants</th>
</tr>
</thead>
</table>
| 3rd Floor (C424B) | Andrea Terpstra (C424B)  
                            Jonathan Lau (C424) | |
| 2nd Floor (C324/6) | Jay Wickenden (C326A)   
                            Lourdes Valdes (C326) | |
| Main Floor (C224/6) | Robin Stoodley (C226B)   
                            Christina Wong (C224/226) | |
| First Aid Attendants | Lourdes Valdes Wong, Christina | |