

“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:

- fire chemical spill
 other contractor work

Describe/remarks:

Emergency Response Director (Deputy)	Helen Wright (Ken MacFarlane &/or Sabrina Fried)
Building Warden	Jenny Lai (E313)
Alternate Building Warden	Jane Zhu (E313)

Location	Warden/ Alternate Name	Area checked by floor warden clear of occupants
4th Floor	Mohammad Chaudhry (E413) Gosuke Washino (E413) Urmi Mody (E415) Lanting Jiang (E415)	
3rd Floor	Jenny Lai (E313) Jane Zhu (E313)	
2nd Floor	Brian Patrick (E214) Anita Lam (E217) Yitao Xu (E219) Arash Momeni (E219)	
Main Floor	Jian Guo (E111) Huaxu Yu (E111)	
Basement	VACANT	
First Aid Attendants	Guo, Jian Straus, Suzana	