

# Building Evacuation Report

Form/ Formulaire # 0470  
Rev. 2020-06-30

Date (yyyy-mm-dd): \_\_\_\_\_

During an emergency, the Building Warden (or alternate) shall assume full authority for and control of the evacuation of building occupants until such time as the emergency is terminated or the fire department arrives at the scene and assumes responsibility.

<b>Building Warden:</b>	
<b>Floor Wardens:</b>	
<b>Facility Name:</b>	
<b>Address:</b> _____	
<b>Was the local fire department notified?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Name of the local fire department:</b>	
<b>Was Marketing and Communications Dept notified? (238-3273 or 478-4918).</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Name:</b>	<b>Time:</b>

<b>Time of evacuation:</b>	
<b>Number of occupants evacuated:</b>	
<b>Total time for all employees to be accounted for:</b>	

<b>Details of evacuation:</b>
<b>Unusual conditions:</b>

Building Warden (print) \_\_\_\_\_ (signature) \_\_\_\_\_