

# WHS-PRO-CHK-019e Emergency Evacuation Observation Checklist (planned drill/actual event)



**Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Building No:** \_\_\_\_\_

**Building Wardens:** \_\_\_\_\_

**Planned drill: Building Warden attendance at pre-evacuation briefing? Yes / No (circle one)**

**Planned Drill: Apologies**

**Non-attendance:** \_\_\_\_\_

Evacuation Staff Response	Yes	No	N/A	Time
Wardens reacted to alarm immediately?				
Wardens dressed correctly with cap and hi-vis vest?				
Wardens check floor or area?				
Aides for disabled occupants were available and assisted occupants to a safe locations to await evacuation?				
Wardens reported back to warden operating panel of cleared area?				
Wardens took up positions at entry/exit points?				
Supervisors / managers at the emergency assembly point and accounted for all personnel in their area / building?				
Security notified of building alarm?				
Did Wardens check area of alarm for any signs of fire?				
Did all personnel move to the emergency assembly point?				
Was a first aid kit taken to the emergency assembly point?				

**Comments:**

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Time Evacuation Completed:	_____	Time Debrief Completed:	_____
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