

# EMERGENCY EVACUATION REPORT

\*\*\*Completed during evacuation\*\*\*

## PART A: FLOOR WARDEN REPORT

	CHECKED BY	AREA IS CLEARED? Yes or No	ACTIONS/REMARKS
<b>1. Ground Floor</b> Janice Alexander Mike Taculad Roxana Tatomir			
<b>2. 2<sup>nd</sup> Floor East</b> Laura Dutton Judith Spence			
<b>3. 2<sup>nd</sup> Floor West</b> Valerie Upton Lara McNaughton			
<b>4. 3<sup>rd</sup> Floor East</b> Johnny Wu IT Staff			
<b>5. 3<sup>rd</sup> Floor West</b> Laks Kutty Tracey Gabert			
<b>6. Parking Levels</b> Stanley Lo Wade Fung			

## PART B: HEAD COUNT REPORT

	CHECKED BY	EVERYONE ACCOUNTED FOR? Yes or No	UNACCOUNTED PERSON(S)/ ACTIONS/REMARKS
<b>1. Visitors</b> Receptionist on Duty			
<b>2. Supported Child Dev</b> Rebekah O'Hare / Joanna Milinkovic			
<b>3. Physiotherapy</b> Aki Sato/ Alexandria Fordyce			
<b>4. Speech Language &amp; Path</b> Aki Sato / Alexandria Fordyce			
<b>5. Occupational Therapy</b> Aki Sato/ Alexandria Fordyce			
<b>6. Social Services / Brain Injury</b> Monica Han / Valerie Upton			
<b>7. Account/ Admin / Operations</b> Leena Joseph / Laks Kutty			
<b>8. Vocational</b> Vocational Staff Member			

**REPORT PREPARED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_