

# EMERGENCY WARDEN REPORT

**Emergency Warden** - After clearing your area and gathering at your muster point, complete the Emergency Warden Report and provide this information to authorized/responsible personnel (i.e. \*Regina Fire and Protective Services/\*Regina City Police/\*Campus Security/\*Health & Safety).

	Yes	No	N/A
1. Are any building occupants sheltering in an area of refuge and require assistance? If yes, <b>notify on scene responders</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Were all building occupants evacuated in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Was the emergency assembly area known?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Was the alternative assembly area known?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Were emergency fire exits illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Was there clear access to all fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Was the area outside fire exit doors clear for 2 meters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Could the alarm(s) be heard in all areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Any other observations?			

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Building:	Date/Time:
Emergency Warden Name:	Nature of Emergency: