# Emergency Evacuation Exercise Observers Checklist

Observer: ________________________  Date: ________________

Campus: ________________________  Building No.: ______

Building Name: ________________________

<table>
<thead>
<tr>
<th>Evacuation sequence</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarm activated</td>
<td></td>
</tr>
<tr>
<td>Warden(s) respond</td>
<td></td>
</tr>
<tr>
<td>Wardens check flor or area</td>
<td></td>
</tr>
<tr>
<td>Evacuation commenced</td>
<td></td>
</tr>
<tr>
<td>Wardens report floor or area clear (area)</td>
<td></td>
</tr>
<tr>
<td>Wardens report floor or area clear (area)</td>
<td></td>
</tr>
<tr>
<td>Wardens report floor or area clear (area)</td>
<td></td>
</tr>
<tr>
<td>Wardens report floor or area clear (area)</td>
<td></td>
</tr>
<tr>
<td>Persons with disabilities accounted for</td>
<td></td>
</tr>
<tr>
<td>Arrive at assembly area, safe place</td>
<td></td>
</tr>
<tr>
<td>Wardens check personnel present (where appropriate)</td>
<td></td>
</tr>
<tr>
<td>Evacuation completed</td>
<td></td>
</tr>
<tr>
<td>Exercise Terminated</td>
<td></td>
</tr>
</tbody>
</table>

Comments:

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* Based on the observers checklist as described in Australian Standard AS3745

Evacuation Exercise checklist v2.0.doc  18 May 2007