

Emergency Evacuation Exercise Observers Checklist

Observer: _____

Date: _____

Campus: _____

Building No.: _____

Building Name: _____

Evacuation sequence	Time	
	Hours	Minutes
Alarm activated		
Warden(s) respond		
Wardens check floor or area		
Evacuation commenced		
Wardens report floor or area clear (area)		
Wardens report floor or area clear (area)		
Wardens report floor or area clear (area)		
Wardens report floor or area clear (area)		
Persons with disabilities accounted for		
Arrive at assembly area, safe place		
Wardens check personnel present (where appropriate)		
Evacuation completed		
Exercise Terminated		

Comments:

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