

POST EVACUATION CHECK LIST

(Complete this form ONLY in the Evacuation Assembly Area)

1. Was there anyone left in the building?

Who?	Where?
Who?	Where?
Who?	Where?
Who?	Where?
Who?	Where?

2. Did you see any hazards (fire, water leaks, electrical, etc.)?

What?	Where?
What?	Where?
What?	Where?
What?	Where?
What?	Where?

3. Did you sweep all bathrooms in your area(s)? If not, which bathroom(s) did you not sweep?

4. Did you sweep all conference rooms in your area(s)? If not, which conference room(s) did you not sweep?

5. Did you sweep all other "Hidden Areas" in your area(s)? If not, which area(s) did you not sweep?

Assembly Area Coordinator

Emergency Checklist

- Proceed to your assembly area
- Identify yourself to the group, including the ERT if applicable
- Gather the ERT together if applicable
- Designate someone to be your note taker to gather injury and damage information
- If the managers have not contacted you (as they are supposed to do) designate someone to direct the managers to you
- Complete the Evacuation Log Sheet
- Designate an ERT member to coordinate and address medical issues
- Designate someone from Security to secure the building to prevent re-entry or utilize Floor Wardens, etc.
- Give the Incident Logs to senior management or the Incident Commander when he/she arrives on scene. If this is a site wide disaster send the report(s) via a runner.
- Ensure that the employees remain in the Assembly Area until otherwise instructed by the Incident Commander
- Standby for further instructions. Update senior management or the Incident Commander, via radio or runner, if/when changes take place

Upon conclusion of the incident return all Assembly Area Coordinator supplies to the storage area.

Evacuation Log Sheet

Building: _____ Date: _____ Day: _____

Print the name of every manager/department head in the assembly area and obtain appropriate information. Give the completed log sheet(s) to the Assembly Area Coordinator.

Manager/Department Head: _____

Is everyone accounted for? Yes No

If no, who is not accounted for and where are they?

Manager/Department Head: _____

Is everyone accounted for? Yes No

If no, who is not accounted for and where are they?

Manager/Department Head: _____

Is everyone accounted for? Yes No

If no, who is not accounted for and where are they?
