



**Area:** \_\_\_\_\_

**Warden:** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Trainer:** \_\_\_\_\_ **Signature** \_\_\_\_\_

Description	Date Completed
1. Layout of buildings and overall site	
2. Location of evacuation assembly area	
3. Activation and operation of evacuation alarm	
4. Communications during an emergency	
5. Number and location of people in each buildings and on site	
6. Procedures and methods of evacuation	
7. Post evacuation actions	
8. Role of other emergency team members	
9. Operation of fire detection and suppression systems	
10. Operation of portable fire extinguishers, hose reels and fire blankets	
11. Evacuate or Fight Fire	

Reference: AS 3745-2002 Emergency control organization and procedures for buildings, structures and workplaces