



DATE:

TIME:

EVACUATION MASTER CHECK OFF SHEET

When each team is accounted for, mark off on sheet below to advise Emergency Services

IF ANYONE IS UNACCOUNTED FOR DO NOT RE-ENTER THE BUILDING BUT ADVISE THE EMERGENCY SERVICES

DAY SHIFT

OFFICES							WAREHOUSE							
Sophie J.			Margaret M.			Lori F.	Tammy W.	Lianna L.	Jesse B.	Pat M.		Donna B.		
Sen Mgmt	Inven/Purch	Marketing	Legal	Accounts	IT	HR	Towers	Express	Bulk	Maint	Logistics	Returns	LP/Sec	WH Mgmt

AFTERNOON SHIFT

				Pierre D.							
				Packing	Shipping	Security	Drivers				

VISITORS

			Signed in:	Reception	Security			

COMMENTS:

SIGNED: