Evacuation Warden Headcount Checklist (optional)

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| Building Name: |  |  Assembly Point: |  |
| Evacuation Warden: |  |  Time and Date: |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Employees / Visitors | Present | Absent | In Field | Injured | Missing | Last Known Location | Emergency Assignment |
| Name:  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |  |
| Name:  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |  |
| Name:  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |  |
| Name:  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |  |
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Evacuation Warden Headcount Checklist (optional) cont.

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| Employees / Visitors | Present | Absent | In Field | Injured | Missing | Last Known Location | Emergency Assignment |
| Name:  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |  |
| Name:  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |  |
| Name:  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |  |
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| Name:  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |  |
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| Name:  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |  |
| Name:  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |  |