# Chef Warden Checklist

Issues:

The Evacuation tone switch is a spring toggle switch and cannot be switched to ON for the duration of the evacuation.

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| --- | --- | --- | --- |
| Event | Start Time | End Time | Complete |
| Emergency Declared |  |  |  |
| Emergency Services Contacted by phone |  |  |  |
| Sectrol alerted  call 8888 |  |  |  |
| Announce to campus  Test or real evacuation |  |  |  |
| Alert tones played |  |  |  |
| PA Announcement made to the campus |  |  |  |
| Contact made to each building area to be evacuated |  |  |  |
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|  |  |  |  |
| All area wardens present |  |  |  |
| Replacement wardens nominated and in place |  |  |  |
| Evacuation commenced |  |  |  |
| Evacuation Tones turned on |  |  |  |
| Evacuation Completed |  |  |  |
| All Clear given to all wardens |  |  |  |
| All Clear acknowledged by all wardens |  |  |  |
| Evacuation Tones Turned OFF |  |  |  |
| Sectrol alerted end of drill call 8888 |  |  |  |
|  |  |  |  |