

REGENT'S WHARF FIRE EVACUATION OCCUPANCY ACCOUNTABILITY CHECKLIST



Section	Checklist Item	Checkbox	Completed by	Time	Notes
1. Initial Evacuation / Security Team	Fire alarm activated	FALSE			
1. Initial Evacuation / Security Team	Evacuation announcement made (if applicable)	FALSE			
1. Initial Evacuation / Security Team	Fire evacuation procedure initiated immediately	FALSE			
2. Reception / Concierge Checks	Reception desk evacuated safely	FALSE			
2. Reception / Concierge Checks	Visitor sign-in system checked	FALSE			
2. Reception / Concierge Checks	List of visitors on site printed or accessed	FALSE			
2. Reception / Concierge Checks	Contractors on site confirmed	FALSE			
2. Reception / Concierge Checks	Deliveries or temporary workers identified	FALSE			
3. Occupancy Confirmation by Area	Canal Building Ground Floor Sordo Madaleno checked by Rodrigo Flores	FALSE			
3. Occupancy Confirmation by Area	Canal Building Ground Floor Sordo Madaleno checked by Ignacio Cardenas	FALSE			
3. Occupancy Confirmation by Area	Canal Building Ground Floor Sordo Madaleno checked by Andreas Scherman	FALSE			
3. Occupancy Confirmation by Area	Canal Building Ground Floor Sordo Madaleno checked by Gub Gelu	FALSE			
3. Occupancy Confirmation by Area	Canal Building First Floor Genomics checked by Bonnie Flannagan	FALSE			
3. Occupancy Confirmation by Area	Canal Building First Floor Genomics checked by Samira Bashir	FALSE			
3. Occupancy Confirmation by Area	Canal Building First Floor Genomics checked by	FALSE			
3. Occupancy Confirmation by Area	Canal Building First Floor Genomics checked by	FALSE			
3. Occupancy Confirmation by Area	Canal Building Second Floor checked by	FALSE			
3. Occupancy Confirmation by Area	Canal Building Second Floor checked by	FALSE			
3. Occupancy Confirmation by Area	Canal Building Second Floor checked by	FALSE			
3. Occupancy Confirmation by Area	Canal Building Second Floor checked by	FALSE			
3. Occupancy Confirmation by Area	Canal Building Third Floor checked by	FALSE			
3. Occupancy Confirmation by Area	Canal Building Third Floor checked by	FALSE			
3. Occupancy Confirmation by Area	Canal Building Third Floor checked by	FALSE			
3. Occupancy Confirmation by Area	Canal Building Third Floor checked by	FALSE			
3. Occupancy Confirmation by Area	Canal Building Fourth Floor checked by	FALSE			
3. Occupancy Confirmation by Area	Canal Building Fourth Floor checked by	FALSE			
3. Occupancy Confirmation by Area	Canal Building Fourth Floor checked by	FALSE			
3. Occupancy Confirmation by Area	Canal Building Fourth Floor checked by	FALSE			
3. Occupancy Confirmation by Area	Canal Building Fifth Floor checked by	FALSE			
3. Occupancy Confirmation by Area	Canal Building Fifth Floor checked by	FALSE			
3. Occupancy Confirmation by Area	Canal Building Fifth Floor checked by	FALSE			
3. Occupancy Confirmation by Area	Canal Building Fifth Floor checked by	FALSE			

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Section	Checklist Item	Checkbox	Completed by	Time	Notes
3. Occupancy Confirmation by Area	Canal Building Fifth Floor checked by	FALSE			
3. Occupancy Confirmation by Area	Thorley Works Ground Floor Bending Spoons	FALSE			
3. Occupancy Confirmation by Area	Thorley Works Ground Floor Bending Spoons	FALSE			
3. Occupancy Confirmation by Area	Thorley Works Ground Floor	FALSE			
3. Occupancy Confirmation by Area	Thorley Works Ground Floor	FALSE			
3. Occupancy Confirmation by Area	Thorley Works First Floor Bending Spoons	FALSE			
3. Occupancy Confirmation by Area	Thorley Works First Floor Bending Spoons	FALSE			
3. Occupancy Confirmation by Area	Thorley Works First Floor	FALSE			
3. Occupancy Confirmation by Area	Thorley Works First Floor	FALSE			
3. Occupancy Confirmation by Area	Thorley Works Second Floor	FALSE			
3. Occupancy Confirmation by Area	Thorley Works Second Floor	FALSE			
3. Occupancy Confirmation by Area	Thorley Works Second Floor	FALSE			
3. Occupancy Confirmation by Area	Thorley Works Second Floor	FALSE			
3. Occupancy Confirmation by Area	Thorley Works Third Floor	FALSE			
3. Occupancy Confirmation by Area	Thorley Works Third Floor	FALSE			
3. Occupancy Confirmation by Area	Thorley Works Third Floor	FALSE			
3. Occupancy Confirmation by Area	Thorley Works Third Floor	FALSE			
3. Occupancy Confirmation by Area	Thorley Works Fourth Floor	FALSE			
3. Occupancy Confirmation by Area	Thorley Works Fourth Floor	FALSE			
3. Occupancy Confirmation by Area	Thorley Works Fourth Floor	FALSE			
3. Occupancy Confirmation by Area	Thorley Works Fourth Floor	FALSE			
3. Occupancy Confirmation by Area	Thorley Works Fifth Floor Givenchy	FALSE			
3. Occupancy Confirmation by Area	Thorley Works Fifth Floor Givenchy	FALSE			
3. Occupancy Confirmation by Area	Thorley Works Fifth Floor Givenchy	FALSE			
3. Occupancy Confirmation by Area	Thorley Works Fifth Floor Givenchy	FALSE			
3. Occupancy Confirmation by Area	The Mill Ground Floor	FALSE			
3. Occupancy Confirmation by Area	The Mill Ground Floor	FALSE			
3. Occupancy Confirmation by Area	The Mill Ground Floor	FALSE			
3. Occupancy Confirmation by Area	The Mill Ground Floor	FALSE			
3. Occupancy Confirmation by Area	The Mill First Floor	FALSE			
3. Occupancy Confirmation by Area	The Mill First Floor	FALSE			
3. Occupancy Confirmation by Area	The Mill First Floor	FALSE			

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Section	Checklist Item	Checkbox	Completed by	Time	Notes
3. Occupancy Confirmation by Area	The Mill First Floor	FALSE			
3. Occupancy Confirmation by Area	The Mill Second Floor	FALSE			
3. Occupancy Confirmation by Area	The Mill Second Floor	FALSE			
3. Occupancy Confirmation by Area	The Mill Second Floor	FALSE			
3. Occupancy Confirmation by Area	The Mill Second Floor	FALSE			
3. Occupancy Confirmation by Area	The Mill Third Floor	FALSE			
3. Occupancy Confirmation by Area	The Mill Third Floor	FALSE			
3. Occupancy Confirmation by Area	The Mill Third Floor	FALSE			
3. Occupancy Confirmation by Area	The Mill Third Floor	FALSE			
3. Occupancy Confirmation by Area	The Mill Fourth Floor	FALSE			
3. Occupancy Confirmation by Area	The Mill Fourth Floor	FALSE			
3. Occupancy Confirmation by Area	The Mill Fourth Floor	FALSE			
3. Occupancy Confirmation by Area	The Mill Fourth Floor	FALSE			
3. Occupancy Confirmation by Area	The Mill Fifth Floor	FALSE			
3. Occupancy Confirmation by Area	The Mill Fifth Floor	FALSE			
3. Occupancy Confirmation by Area	The Mill Fifth Floor	FALSE			
3. Occupancy Confirmation by Area	The Mill Fifth Floor	FALSE			
3. Occupancy Confirmation by Area	The Mill Fifth Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House Ground Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House Ground Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House Ground Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House Ground Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House First Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House First Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House First Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House First Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House Second Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House Second Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House Second Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House Second Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House Third Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House Third Floor	FALSE			

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Section	Checklist Item	Checkbox	Completed by	Time	Notes
3. Occupancy Confirmation by Area	The Packing House Third Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House Third Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House Fourth Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House Fourth Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House Fourth Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House Fourth Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House Fifth Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House Fifth Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House Fifth Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House Fifth Floor	FALSE			
3. Occupancy Confirmation by Area	The Packing House Fifth Floor	FALSE			
3. Occupancy Confirmation by Area	All offices, meeting rooms, kitchens, toilets checked	FALSE			
3. Occupancy Confirmation by Area	No one remaining in enclosed spaces	FALSE			
3. Occupancy Confirmation by Area	Doors closed where safe to do so	FALSE			
3. Occupancy Confirmation by Area	Fire Warden reports clear or persons remaining	FALSE			
4. Shared & High-Risk Areas	Stairwells checked	FALSE			
4. Shared & High-Risk Areas	Toilets checked	FALSE			
4. Shared & High-Risk Areas	Showers checked	FALSE			
4. Shared & High-Risk Areas	Cycle store checked	FALSE			
4. Shared & High-Risk Areas	Plant rooms or storage areas checked	FALSE			
5. Assembly Point Accountability	Staff directed to correct assembly point	FALSE			
5. Assembly Point Accountability	Fire Wardens present at assembly point	FALSE			
5. Assembly Point Accountability	Roll call started per company / floor	FALSE			
5. Assembly Point Accountability	Visitors accounted for	FALSE			
5. Assembly Point Accountability	Contractors accounted for	FALSE			
5. Assembly Point Accountability	Anyone missing identified and reported	FALSE			
6. Communication & Reporting	Fire Brigade informed if anyone unaccounted for	FALSE			
6. Communication & Reporting	Last known location provided	FALSE			
6. Communication & Reporting	Concierge / Building Manager available for updates	FALSE			
6. Communication & Reporting	No re-entry permitted until cleared	FALSE			
7. Special Considerations	Persons requiring assistance identified	FALSE			
7. Special Considerations	PEEPs followed where applicable	FALSE			

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Section	Checklist Item	Checkbox	Completed by	Time	Notes
7. Special Considerations	Injuries reported and first aid provided	FALSE			
8. All-Clear & Re-Entry	Fire Brigade gives all-clear	FALSE			
8. All-Clear & Re-Entry	Building Manager authorises re-entry	FALSE			
8. All-Clear & Re-Entry	Occupiers informed when safe to return	FALSE			
8. All-Clear & Re-Entry	Visitor sign-in system reset	FALSE			
9. Post-Evacuation Review	Evacuation time recorded	FALSE			
9. Post-Evacuation Review	Issues noted	FALSE			
9. Post-Evacuation Review	Follow-up actions assigned	FALSE			
9. Post-Evacuation Review	Checklist filed for compliance	FALSE			