

BUILDING-SITE EVACUATION REPORT

This form is to be used to record occasions when University Emergency Procedures are activated, including drills or planned Emergency Evacuations. The report should be completed by either:

- Campus Emergency Coordinator, Chief Warden or Senior Manager on Site.
- Alternatively, the report can be completed by a University staff member performing in an Emergency Control Organisation role should any of the above be absent.

Building Details

Building/Site Number of Floors

Date/Time Occupancy Level

Notice given to Occupants: YES/NO Type of evacuation: Drill/TasFire/Alarm/Live Emergency

Nature of Emergency

Incident Reported by: Reported to:

Assembly Area: Observer:

Organisation of Drill

Pre Event Steps	YES	NO
Campus Emergency Coordinator (CEC) or Compliance & Risk Officer consulted with Heads of Staff, Senior Managers, Chief Wardens and Floor Wardens		
Chief Wardens consulted with Floor Wardens		
Chief Wardens and Floor Wardens consulted with all staff		
Security Control Room contacted and advised of drill		

Comments:

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Conduct of Evacuation

Emergency Control Actions (to be completed by the Chief Warden in consultation with building Wardens following the incident)	Yes	No	N/A
Incident/Emergency situation reported to 000?			
Incident/Emergency situation reported Security?			
Did Security contact CEC?			
Chief Warden Notified?			
Contractor's log checked by CEC to identify if contractors need to be advised?			
Chief Warden or Warden attends EWIS Control Panel?			
If available via WIP phone, Wardens contacted by Chief Warden?			
Persons in immediate danger removed from point of origin?			
Point of origin location closed off and contained (close doors and windows)?			
Were EXIT routes clear and unobstructive?			
Were Assembly areas clear			
Did all evacuees go to the nominated Evacuation Point?			
All Wardens wearing some form of identification (hard hats or tabard)?			
Others in building or immediate area notified to evacuate?			
Were wardens present for all areas of the building?			
Was there minimal removal of personal belongings?			
Any action on fire (use of extinguishers)?			
Did all wardens report to Chief Warden?			
Did someone direct Emergency Services to the building?			
Was a site search required/undertaken to find persons who had not evacuated?			
Did people evacuate orderly?			
Did anyone attempt to re-enter the building before the all clear was given?			
Did power/gas isolation occur?			
Was power/gas isolation reinstated following the incident?			
Were external exits controlled (were sentries used)?			
Was permission to re-enter the building given by Emergency Services before re-entry?			

Comments:

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Operation of Building Emergency Equipment

Emergency Control Actions (to be completed by the Chief Warden in consultation with building Wardens following the incident)	Yes	No
Could the emergency alarm be heard throughout the building?		
Did automatic fire doors close when alarm activated?		
If card access systems in place, did access doors automatically release?		
Were fire doors and emergency exits unobstructed?		
Was all Emergency Procedure signage in place?		
Did the lift (if present) return to ground floor?		
Did all Wardens have full knowledge of emergency procedures for building?		

Comments:

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General information

Did Emergency Services attend? Yes/No

Approximate total number of persons evacuated?

Main assembly area used?

Number of mobility impaired persons assisted?

Time incident commenced?

Time re-entry allowed?

Were buildings/site occupants evacuated in any particular order?

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Did any building occupants fail to evacuate when instructed? If so, from which rooms?

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Other Comments

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Debriefing: Not Required/Planned for:

Improvement Action Plan

Action taken/recommended	Person responsible	Timeframe

Chief Warden: **Signature:**

Observer (drills): **Signature:**

Date:

Original: Retained by Chief Warden

Copies to: ISD Risk and Compliance Officer