

RECORD OF BUILDING EVACUATION & DEBRIEF

Occupational Health and Safety is required to maintain records of all emergency evacuations from University premises and buildings, regardless of cause. This information is reported to the Occupational Health and Safety Policy Committee, and in the event of any incident, can be used to show the level of training and experience building occupants have had with respect to emergency procedures and evacuations. Building wardens should complete all sections as soon as possible after every evacuation.

a. Evacuation Date/Time/Location:

Campus:	Building Name:	Building No.
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Date:	Time commenced:	Time concluded:
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Compiled by:	Position:	
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b. Cause: (* Provide details in "d" below. Include how alarm was activated)

Genuine Emergency *: False Alarm *: Drill:

c. Evacuation Details: (* Provide details in section "e" below)

- Were any parts of the building not evacuated? Yes * No
- Were any mobility-impaired people present? Yes * No
- Did anyone remain in the building after the evacuation? Yes * No
- Did anyone refuse to leave the building during the evacuation? Yes * No
- Were people prevented from re-entering the building until given the "all clear"? Yes * No
- Did the alarm system malfunction in any way? Yes * No
- Were any other faults or deficiencies noted?
(e.g. procedures inadequate, announcements Inaudible, WIP phones not activated etc) Yes * No
- Were there any obstructions, stored materials, equipment in exit corridors, exit doors or stairs? Yes * No

d. Post Evacuation Debrief: (* Provide details in section "e")

Time of debrief:	No. of personnel present:	Issues identified:	Yes * <input type="checkbox"/>
			No <input type="checkbox"/>

e. Additional information, including details from sections, "b", "c" & "d" where required. Include floor numbers/room numbers where appropriate and any corrective action needed or taken.

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Please send copies of completed form to:

Occupational Health and Safety
Clayton Campus

and

Chair, OHS&E Committee
for your department.