



RECORD OF BUILDING EVACUATION

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.

To this end, it is important that this form be completed as soon as possible after every evacuation, regardless of cause, and forwarded to OH&S. All sections of this form must be completed.

Campus	Building Name	Building No.
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Compiled by:	Position:	
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a. Evacuation Time / Date:

Day:	Date:	Time:	
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b. Cause:

- Genuine Emergency: Provide details in "d" below. Include how alarm was activated
- False Alarm: Provide details in "d" below. Include how alarm was activated
- Drill

c. Evacuation Details:

- 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
- Did the alarm system malfunction in any way? Yes No
- Were any other faults or deficiencies noted?
(e.g. procedures inadequate, response time too long, announcements inaudible etc) Yes No
- Were there any obstructions, stored materials, equipment in exit corridors, exit doors or stairs? Yes No

d. Additional information, including details relating to all questions marked "yes" in "c" above, and the cause of the evacuation from "b". Include floor numbers/room numbers where appropriate and any corrective action needed or taken.

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Please send completed questionnaire to:

Register of Building Evacuations
Occupational Health and Safety
Clayton Campus

and

Zone OHS&E Committee
for your department.