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 Monash Occupational Health and Safety 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 Details: |

Date: | Time commenced: | Time concluded: |

Compiled by: |
Position: |

b. Cause:

Genuine Emergency: ☐ False Alarm: ☐ Drill: ☐

Describe Drill Type (e.g. Fire, Chemical Spill, Armed Intruder) ____________________________

Provide details in section “e” below. Include how alarm was activated.

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 ☐
- Did any unauthorised people re-enter the building before the "all clear" was given? 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” below)

Time of debrief: |
No. of personnel present: |
Issues identified: Yes* ☐ No ☐
e. **Corrective actions identified.**
Detail all issues identified and actions required.
Note: Building wardens are responsible to follow up on completion of the corrective actions identified.

<table>
<thead>
<tr>
<th>Action No.</th>
<th>Issues Identified</th>
<th>Action(s) required</th>
<th>Timeframe</th>
<th>Responsibility</th>
<th>Date completed</th>
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f. **Additional Comments.**

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Please send copies to building.evacuation@monash.edu and your OHS Consultant/Advisor upon completion of the drill. Corrective actions must be tabled at your next scheduled local OHS Committee meeting.