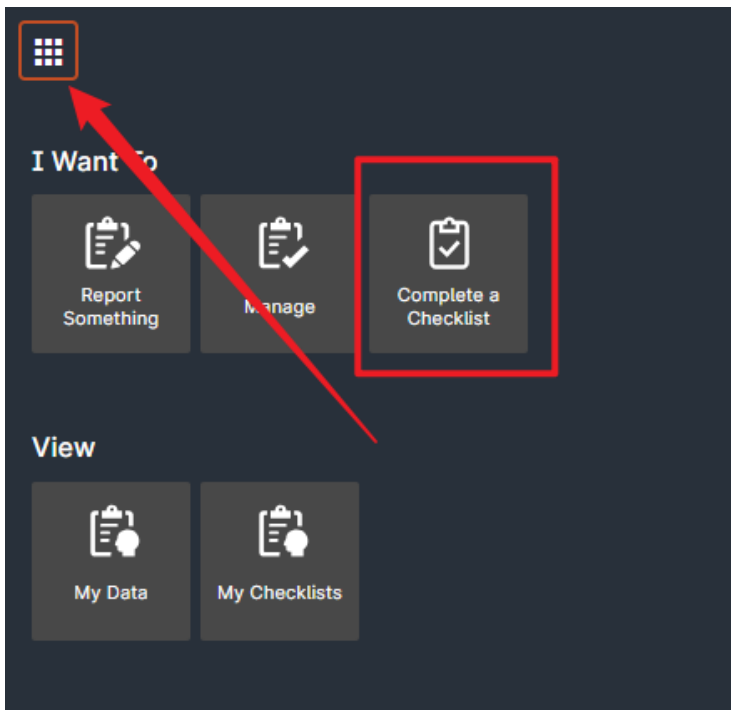


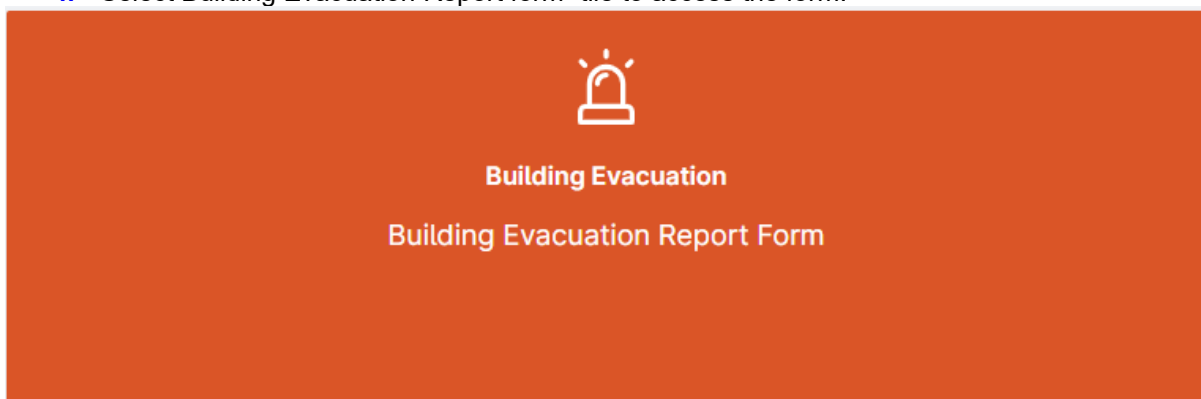
Quick Guide for Submitting a Building Evacuation Report in SARAH+

How access the Building Evacuation Report Form in SARAH+

1. [Log in to SARAH+](#).
2. Click on the “waffle” menu (9 squares at the top left corner of the SARAH+ Dashboard screen).
3. Click on the “Complete a Checklist” tile.



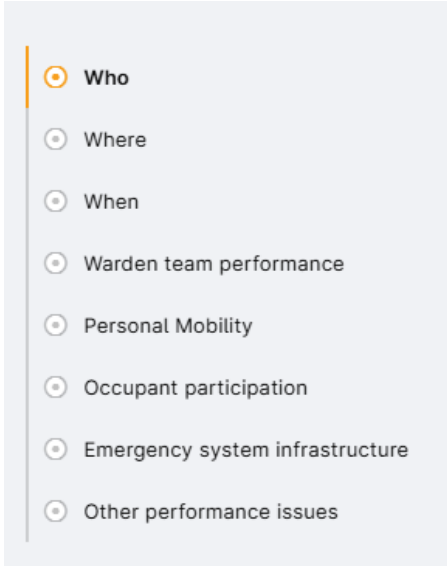
4. Select Building Evacuation Report form” tile to access the form.



How to use the Building Evacuation form

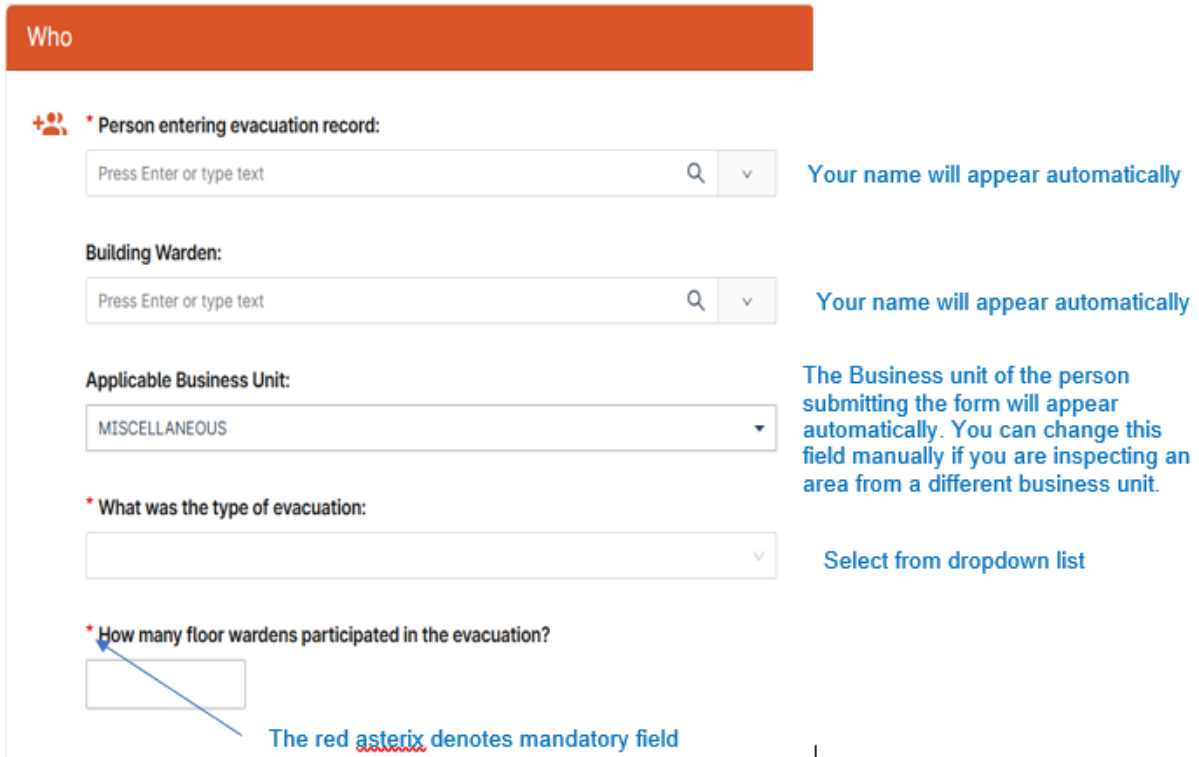
Step 1.

Upon accessing the form, you will see a list of sections on the left-hand side that need to be completed. As you complete each section of the form, the circle will turn green acknowledging that its completed.



Step 2. Using the form

Mobile and desktop versions of the form have the same content with a slightly different format. Below are images from the desktop version.



Who

Person entering evacuation record:
 Your name will appear automatically

Building Warden:
 Your name will appear automatically

Applicable Business Unit:
 The Business unit of the person submitting the form will appear automatically. You can change this field manually if you are inspecting an area from a different business unit.

*** What was the type of evacuation:**
 Select from dropdown list

*** How many floor wardens participated in the evacuation?**

The red asterisk denotes mandatory field

Entering an Action Plan

Emergency system infrastructure

* Did emergency systems function correctly during the evacuation?

Please provide at least one action

Yes No

Attachments / Notes (0) Action (0)

Click to enter action

Action [X]

Action Tasks

Description	Assigned to	Due Date	Status	Progress	Action
Select + Add button to enter details					

+ Add

Click Add to enter a task

Add Task [X]

* Describe the task

Bld B, Rm 303 - make sure waste bins are emptied regularly

58/2000

* Select who is responsible

Select a Person

* Enter the target completion date

27/10/2023

Status

To Do

Progress

0% 25% 50% 75% 100%

Add

Provide a detailed description of the issue and how to fix it. This is the only information the person responsible for the task will receive.

Indicate who should complete the task

Provide a due date

If you have already partially or wholly completed the task, indicate that here

Click Add to include the task in the report.

Action [X]

Action Tasks

Description	Assigned to	Due Date	Status	Progress	Action
Bld B, Rm 303 - make sure waste bins are emptied regularly	Clare Louise Victoria Westhorpe	27/10/2023	To Do	0%	...

+ Add

Multiple tasks can be added and assigned to different people within Monash University

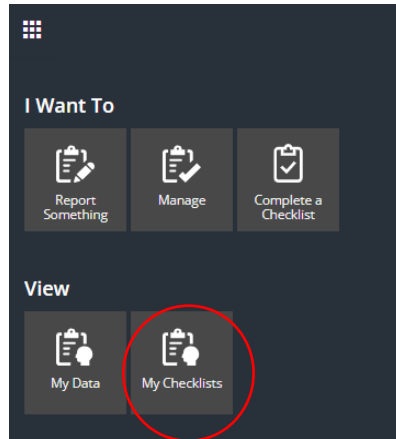
The person responsible for the task will receive an email notification once the report has been submitted. Add as many actions as needed.

Remember to click **Save Draft** at the bottom of the form, to save your progress.

When the report is completed, click the **Submit** button. People who have been allocated tasks will receive an automatic email notification.

Step 3. Review your checklists

Once submitted, your checklists will be visible in SARAH+ under the “My Checklists” tile.



You can use the checklist register to:

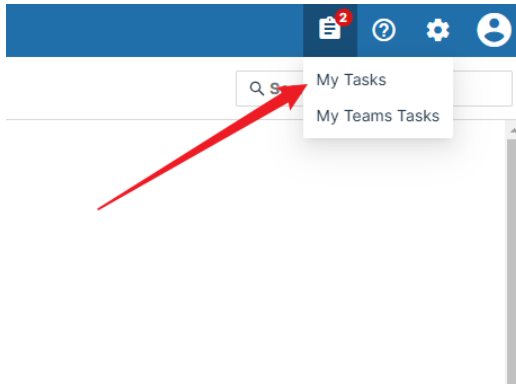
- View your reports;
- Print; and
- Invite others to view your report.

The report will automatically close after all tasks are marked as completed.

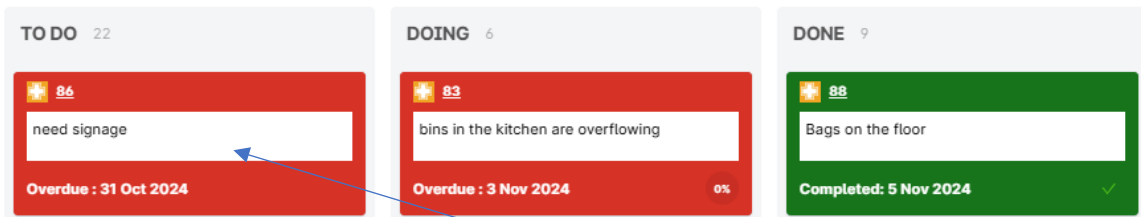
SARAH+ testing Health & Safety My Checklists and Inspections									
1 - 11 of 11 checklists									
Refresh Print Export View									
Id	Date	Status	Submitted Date	Description	Tasks	Business Unit	Title	...	
88	31 Oct 2024 12:25 pm	Open	31 Oct 2024 12:27 pm	Building A	0 / 1	Risk & Compliance Unit	Spot check	...	
87	31 Oct 2024 12:24 pm	Closed	31 Oct 2024 12:25 pm	Building 75		BPD Business Support	Spot check	View Print >	
86	31 Oct 2024 12:21 pm	Open	31 Oct 2024 12:24 pm	26 Research Way	0 / 2	BPD Business Support	Locally develop	Edit	
85	31 Oct 2024 12:19 pm	Closed	31 Oct 2024 12:21 pm	Clayton, 26 Research Way		BPD Business Support	Locally develop	Invite	
84	29 Oct 2024 1:41 pm	Open	29 Oct 2024 1:44 pm	room 188	0 / 3	BPD Business Support	Comprehensive checklist	...	

How to access the assigned tasks in SARAH+

1. [Log in to SARAH+](#)
2. Click on My Tasks (top right corner)



3. Click on a task card to review the task details and update the progress of the task.
4. Task cards can be dragged and dropped from "To Do" to "Doing" or to the "Done" column.



Task Details ✕

Status: To Do ▾

Task Due: 31 Oct 2024
Task is overdue

Task Description
need signage

Assigned On:
31 Oct 2024 12:24 pm

Assigned By:

Estimate how complete this task currently is

0% 25% 50% 75% 100%

Add a note and/or attachment 0 of 2000

Add a note or attachment...

Drag & drop files here
or
Click here to choose which files to upload

Save
Cancel

Click on a task card to view details.

Update the information and progress of the task.

A task will automatically progress to "Done" when the progress is marked as 100%

Add attachments as required

Save