

Facility Evacuation Report

This form is to be used to record all emergency evacuations (including drills) from University premises.

Building Details

Building Name _____ Number _____ Campus _____
 Number of Floors (including ground) _____ Number of Basements _____
 Designated assembly area _____
 Lifts installed Yes No Underground car park Yes No

Evacuation Details

Evacuation Date/Time _____ / _____ Evacuation DRILL Yes No
 Trigger for Evacuation Fire Alarm Activated CW Decision EWIS Activated
 Emergency situation _____
 Condition Staff only Full Student and Staff load After Hours Unoccupied
 Number of Evacuees _____ Elapsed Time to Evacuate _____ minutes
 Evacuation was orderly with no panic Yes No
 Mobility-impaired persons present i.e.: sight, hearing, physical etc. Yes No
 Minimal removal of personal belongings by evacuees Yes No
 The majority of evacuees went to the emergency assembly area Yes No
 Were the building occupants notified of this drill? Not a drill Yes No

Emergency Control Organisation

CW Name _____ Deputy CW _____
 CW or Deputy CW was stationed at the Emergency Control Point Yes No
 All Wardens reported to the CW Yes No
 If not, which Wardens did not report in: _____
 All Wardens were identifiable i.e.: helmets / vests / caps Yes No
 Control of external building EXITS achieved Yes No
 Evacuation debrief with Wardens was conducted Yes No
 Were the Wardens warned / notified of this drill? Not a drill Yes No
 Warden's carried out Warden duties correctly? Need more training Yes No
 Evacuation maps and emergency procedure posters are up-to-date Yes No

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Building Fire and Emergency Equipment

- Was the evacuation signal audible throughout the building? Yes No
- Automatic closing fire doors closed when the fire alarm activated N/A Yes No
- Card access doors automatically released when the fire alarm activated N/A Yes No
- Fire doors and emergency EXITs unobstructed Yes No
- Fire fighting or Emergency Response equipment was utilised N/A Yes No

Emergency Response

- University Services Maintenance Security Emergency Management Coordinator
- Emergency Services Fire Brigade Police Ambulance SES other _____

CW Action Sheet

- Report issues with your ECO / Fire Alarms / EWIS / Emergency Exits.

ISSUE(S)	ACTION(S) REQUIRED	WHO BY	WHEN BY	SIGN OFF/DATE

Record Keeping

- Send a copy of this report to the ANU Fire Safety Officer or by email to fire.safety@anu.edu.au
- Please complete and send the copy of this form as soon as possible after the evacuation
- Keep the original in your CW folder and ensure all action items are completed