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|  | health & safety BUILDING EMERGENCY EVENT CHECKLIST |

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| This checklist is to be used by the Chief Warden (or an appropriate delegate) to capture key information and actions during an emergency or incident. Details noted through completion of this checklist can be used to complete the Building Emergency Event Report. Completion of this checklist and the corresponding report should be made in consultation with the FES technician (if present), attending emergency services, ECO members, University Security and building occupants to ensure all relevant observations are captured. |

# Incident Details

|  |  |  |  |
| --- | --- | --- | --- |
| Building Name[s]: |  | Date (dd-mm-yyyy) |  |
| Building Number[s]: |  | Time (00:00 AM/PM) |  |
| Area[s] affected: |  | | |

# Emergency EVENT TYPE(s)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Fire and/or smoke |  | Building damage |  | Armed or aggressive intruder |  |
| Gas leak |  | Flooding |  | Bomb threat |  |
| Explosion |  | Power outage |  | Substance threat |  |
| HAZMAT/Chemical spill |  | Medical emergency |  | Other |  |
| \*For emergency response advice specific to the above hazards, please refer to *Emergency Response Procedures flipchart* (<https://go.unimelb.edu.au/t6hs>). In an emergency, contact Triple Zero (000) or University Security for immediate guidance. | | | | | |

# Assistance Requested

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| Fire - Triple Zero (000) |  | University Security (03 834 46666 or 1800 246 066) |  | |
| Ambulance - Triple Zero (000) |  | University Security (via SafeZone app) |  | |
| Police - Triple Zero (000) |  | Other |  |

# EMERGENCY Warden ReSPONSE

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|  | **AREA DESCRIPTION**  FLOOR, ZONE etc. INCL. Number/NAME | **STATUS Notified** EVACUATED OR SHELTERING | **Comments**  Record any NOTABLE INCIDENTS OR issues WITHIN THIS AREA |
| A |  | Clear  Time: |  |
| B |  | Clear  Time: |  |
| C |  | Clear  Time: |  |
| D |  | Clear  Time: |  |
| E |  | Clear  Time: |  |
| F |  | Clear  Time: |  |
| G |  | Clear  Time: |  |
| H |  | Clear  Time: |  |
| I |  | Clear  Time: |  |
| J |  | Clear  Time: |  |
| Time taken to complete emergency response (evacuation, shelter-in-place etc.): | | | | |
| Number of building occupants involved: | | | | |
| **Additional notes** | | | | |
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# debriefING NOTES

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| Upon conclusion of the emergency response, and only once safe to do so, the Chief Warden (or their delegate) should facilitate immediate debriefing with all involved to record what went well and what could be improved, and to identify any hazards or issues (missing equipment, inaudible alarms, broken fire doors etc.) requiring immediate attention.  Where possible, two hot debriefs should be conducted to collect participant feedback and insights:  1. one with all building occupants;  2. one with all emergency responders in attendance incl: ECO members, fire technician, University Security and Emergency Services personnel where available.  *Recommended topics to be covered: a) what happened - summary of the emergency response; b) hazards and/or issues identified; c) opportunities for improvement; and d) actionable items – confirmation of next steps and responsibilities.* |

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| **Feedback and insights**  EMERGENCY RESPONDERS | **Feedback and insights**  building occupants |
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# REPORTING

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| For all emergencies including emergency drills, complete the **Building Emergency Event Report** via UoM Riskware Platform – “*Health and Safety Checklists*” <https://go.unimelb.edu.au/qxe8> |
| For individuals who do not have a UoM profile and want to report an emergency, complete the **Building Emergency Drill Report** via Qualtrics: <https://go.unimelb.edu.au/7nhs> |