



BUILDING EVACUATION REPORT

This form is to be used to record all emergency evacuations (including drills) from University premises. More information about conducting drills and evacuations can be found on the Emergency Management website. <http://www.unimelb.edu.au/emergency/>

Building Details

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

Evacuation Details

Date/Time _____ / _____ Evacuation DRILL Yes No
Trigger for Evacuation Fire Alarm Activated BEC Decision Request by Phone EWIS Activated
Emergency situation _____

Building Occupancy Staff only Full Student and Staff load Non UoM Tenants Unoccupied
Approx. No Evacuees _____ Elapsed Time to Evacuate _____ minutes
Did a University security guard attend incident? Yes No
Were any "disabled" persons identified and escorted to safe zones? (If so please detail on reverse) Yes No
Did any wardens encounter any resistance issues / refusal to leave? (If so please detail on reverse) Yes No

Emergency Control Organisation

BEC Name _____ Deputy BEC _____
BEC or Deputy BEC was stationed at the Warden meeting point Yes No
Did all Wardens reported to the BEC? Yes No
If not, which Wardens did not report in: _____
Were all Wardens were identifiable? i.e.: helmets / vests Yes No
Was control of external building EXIT's achieved? Yes No
Was 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
Are evacuation maps, egress routes and emergency procedure posters are up-to-date? Yes No

Building Fire and Emergency Equipment

Was the evacuation signal audible throughout the building? (If not please detail on reverse) Yes No
Did automatic closing fire / smoke doors closed when the fire alarm activated? N/A Yes No
Did **ALL** Access Control doors unlock when Break Glass Alarm activated or automatically when the fire alarm activated? (If not please detail on reverse) N/A Yes No
Were fire doors and emergency EXIT's unobstructed? Yes No
Was fire fighting equipment utilized? (If so please detail on reverse) Yes No

