Trial evacuation planning and reporting for Residences

**Background**
The conduct of trial evacuations in residential buildings form a vital component to the overall preparedness of occupants to respond to an emergency. Charles Sturt University’s Emergency Planning Committee (EPC) recommends that two trial evacuations are performed in each residence per year, preferably one at the beginning of each teaching session, in line with Australian Standard AS3745-2010: “Planning for emergencies”.

**Planning**
There are a number of important steps to be undertaken prior to conducting a trial evacuation. These include:

- Ensuring that the occupants are aware of the evacuation plan for their building, including the location of the assembly point.
- The wardens must be familiar with their role and their reporting responsibilities.
- Arranging with your campus Security staff to isolate, activate and then reset the alarm system.

**Pre evacuation**
Just prior to the scheduled evacuation it is advisable to discuss the evacuation plan with the wardens and other interested parties. A walk through of the building can aid this task. The meeting ensures that everyone is aware of how the evacuation should proceed, and enable the wardens to gauge the success or problems during the trial evacuation. Better outcomes from trial evacuations will be achieved by discussing and recording the event. Feedback from all parties also provides valuable information. Confirmation with Security staff as to the status of the alarm system is also required to be undertaken.

**Conducting the trial evacuation**
The alarms are to be activated at the nominated time. Wardens should use the attached report form to record details of the event. Of particular importance is the:

- time taken to completely evacuate the building
- the audibility of the alarms/ sirens in the various parts of the building
- any problems with egress from the building
- the confirmation (notification) to the Building Warden that areas have been cleared.
- Feedback from participants

Once the evacuation is declared over and the alarms have been reset, the occupants can re-enter the building.

The completed report shall be forwarded to _____________ who will provide a summary of unresolved issues to the Facilities OHS Manager. ksimpson@csu.edu.au
Building Evacuation
Notification & Report Form

Campus: ___________________________ Building No. ____________

Building Name: ____________________________

Evacuation Date: ________________ Time: ________________

Reason for Evacuation:  ☐ Scheduled Trial  ☐ Unplanned alarm activation

<table>
<thead>
<tr>
<th>Evacuation sequence</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>Alarm sounded</td>
<td></td>
</tr>
<tr>
<td>Wardens report floor or area clear</td>
<td></td>
</tr>
<tr>
<td>Persons with disabilities accounted for</td>
<td></td>
</tr>
<tr>
<td>Arrive at assembly area, safe place</td>
<td></td>
</tr>
<tr>
<td>Wardens check personnel present (where appropriate)</td>
<td></td>
</tr>
<tr>
<td>Evacuation completed</td>
<td></td>
</tr>
<tr>
<td>Exercise Terminated</td>
<td></td>
</tr>
</tbody>
</table>

Details of any problems experienced during the evacuation: ____________________________

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Other comments? ____________________________

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Name: ____________________________ Date: __________________

Signature: ____________________________