The WHS Regulation 2011 (Chapter 3, Part 3.2, Division 4, Clause 43) and relevant codes require testing of emergency procedures. Emergency Drills ensure the skills retention of Emergency Wardens as per Australian Standard 3745.

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| Date |  | Type of Drill (fire, HAZMAT, gas, structural collapse, other) |  |
| Drill Record Keeper |  | Drill Coordinator |  |
| Attending Chief Warden/Ground Controller (white vest) | Insert name or n/a | Drill Started |  |
| Attending Building Warden (red vest) | Insert name, or see below, or n/a | Drill Completed |  |
| Attending Floor Warden/s (yellow vest) | Insert name, or see below, or n/a | Total duration of training inc. pre and post briefs |  |

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| Building Name | Building Number | Evacuation commenced | Evacuation Completed | Total Evacuation Time |
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| **Drill Warden Participants** (collect building warden names and signatures when practical) | | | |
| Name | Position | Signature | Date |
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| **Drill Scenario** (As determined by Drill Coordinator and communicated to drill participants) |
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| **Drill Planning** | | | | | |
| Criteria | Yes | No | Criteria | Yes | No |
| All participants were given prior notice of the drill (including on occupant warning system where relevant/available) |  |  | Neighbours and other building occupants were given notice of the drill |  |  |
| **Drill Performance** | | | | | |
| Criteria | Yes | No | Criteria | Yes | No |
| Alarm sounded (or simulated) |  |  | Evacuation completed calmly |  |  |
| Call to 000 was simulated with location details |  |  | Mobility impaired participants were assisted |  |  |
| Call to UNE Safety and Security was simulated |  |  | Persons with disabilities accounted for |  |  |
| Evacuation commenced |  |  | Lifts were not used |  |  |
| Building Warden was notified |  |  | Exits secured |  |  |
| Neighbours and/or other building occupants were notified of emergency (simulated) |  |  | Warden retrieved the occupants log (if applicable) and used to account for all personnel |  |  |
| Call to Chief Warden was simulated |  |  | Warden directions were obeyed |  |  |
| Floor wardens check designated floor/area |  |  | Suitable footwear worn upon evacuation |  |  |
| Floor wardens report their designated area clear to Building Warden |  |  | Hazards impairing evacuation identified (complete SkyTrust hazard report if necessary). |  |  |
| All occupants present at designated assembly area |  |  | Staff returned to the building when directed by warden |  |  |
| **Corrective Actions and Drill Participant Debrief\*** | | | | | |
| If there was a ‘no’ response above, the drill participants shall be debriefed on the requirements of a drill in order to communicate the success criteria for following drills. | *Identify all buildings that received a ‘no’ response.* | | | | |

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| **WHS Manager Review** | | | |
| Name | Position | Signature | Date |
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| ***Records Storage Instructions*** |
| *Drill Coordinator to send completed form to* [*whs@une.edu.au*](mailto:whs@une.edu.au) *for records retention in TRIM Container A16/3848 and updating of training matrices. Drill Coordinator to ensure compliance register is updated if relevant.* |