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

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| **Drill Participants** (collect participant names and signatures when practical) |
| Name | Signature | Name | Signature |
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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 |  |  |

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| **Drill Performance** |
| Criteria | Yes | No | Criteria | Yes | No |
| Alarm sounded (or simulated) |  |  | Hazards impairing evacuation identified |  |  |
| Call to 000 was simulated with location details |  |  | Mobility impaired participants were assisted & accounted for |  |  |
| Call to UNE Safety and Security was simulated |  |  | Lifts were not used |  |  |
| Evacuation commenced |  |  | Exits secured |  |  |
| Building Warden was notified |  |  | Suitable footwear worn upon evacuation |  |  |
| Neighbours and/or other building occupants were notified of emergency (simulated) |  |  | Warden directions were obeyed |  |  |
| Floor wardens check designated floor/area |  |  | Warden retrieved the occupants log (if applicable) and used to account for all personnel |  |  |
| Floor wardens report their designated area clear to Building Warden |  |  | Evacuation completed calmly |  |  |
| All occupants present at designated assembly area |  |  | Staff returned to the building when directed by warden |  |  |

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| **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. |  |

\*For hazards identified in the drill process please complete a hazard report using SkyTrust.

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| **Manager Review** |
| Name | Position | Signature | Date |
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| ***Records Storage Instructions*** |
| *Drill Coordinator to send completed form to* *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.* |