

EMERGENCY EVACUATION CHECKLIST

EMERGENCY DETAILS			
Date	15-12-20		
Submitted by	Ryan King		
Location	Glass 360 - Manufacturing Shed		
Occupancy level	Staff and visitors ☒	☐ Staff only	☐ After hours
Evacuation type	Real emergency	☒ Planned exercise	☐ False alarm
Details/Cause	Planned Fire Drill involving all staff and visitors commencing at 11:30. All staff were told a week prior that they will be a fire drill within the next week.		
EVACUATION SEQUENCE			
Time of events	Alarm raised	Time of alert: 11:30	
		Evacuation started: 11:30	
	Warden(s) respond	Time: 11:31	
	Evacuation commenced	Time: 11:30	
	Wardens report to Chief Warden	Time: 11:32	
	Wardens arrive at assembly area	Time: 11:35	
	Evacuation completed	Time: 11:35	
	Emergency declared over	Time: 11:45	
DEBRIEFING / EVALUATION			
Did all Wardens report to Chief Warden?		☒ Yes	☐ No
Did Wardens use the emergency equipment competently?		☒ Yes	☐ No
Could the alarm/PA be clearly heard throughout the building?		☒ Yes	☐ No
Were emergency exits/paths clearly visible and operational?		☐ Yes	☒ No
Were all occupants evacuated?		☒ Yes	☐ No
Did any hazards arise?		☒ Yes	☐ No
Comments	All workers in the manufacturing shed immediately pressed the emergency stop buttons on the machines they were working on and walked calmly out of the main roller door to the assembly area at the entrance of the drive way into the workplace. Office workers once the alarm had been triggered quickly left the desks and calmly left the office building to the assembly area. A hazard that had arisen during the process was the two workers operating the polisher where using the suction lifter and where lifting a piece of glass off a trolley when the fire alarm went off. The piece of the glass was only a few inches off the trolley		

	<i>when alarm sounded and was quickly lowered back down before the workers evacuated the workplace.</i>		
RECOMMENDATIONS			
Organisational improvements	<i>Ensuring at all times that there are no cars parked in front of the office door as customers arrive at the workplace. Signage on the front wall and painting on the ground warn people of these areas will need to be installed</i>		
Personnel improvements	<i>As workers walk past the toilet block as they leave the manufacturing shed, at least one worker should quickly check the toilet block for any workers, customers or visitors.</i>		
Person to action	Ryan King – Workplace Supervisor	When	Immediately Within 24 hours Within 7 days