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| https://www-p.unisa.edu.au/styleguide/logos/images/logo_unisa_RGB-blue.png | **BUILDING EVACUATION REPORT** | **WHS80** |

|  |  |
| --- | --- |
| **Date** |  |
| **Campus** |  |
| **Building Name** |  |
| **Area Evacuated** |  |
| **Reason for Evacuation** |  |

|  |  |
| --- | --- |
| **Time** | **What action did you take** |
|  |  |
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| --- |
|  **Problems Encountered / Comments**  |
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| --- | --- |
|  **Was evacuation completed as per  evacuation plan?** | (If no - note variances) |
|  **Items for consideration for  amendment to the evacuation plan** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** **(please make this legible)** |  | **Signature** |  |

*Email completed reports as an attachment in PDF format to* EvacReports@unisa.edu.au

*Email subject should be Campus, Building, Date, WHS80 e.g. (MLK BLDG C- 04/0914 WHS80)*

*Do not include other details in your e-mail.*

**WARDEN/CHIEF WARDEN ONLY (In-charge)**

If the evacuation was a result of any of the following, notify the Safety & Wellbeing team immediately on

**8302 2459** and log an [**online incident report**](https://safety.unisa.edu.au/unisa/#/main):-

* an uncontrolled escape of gas/steam or spillage/leakage of a substance
* an uncontrolled implosion, explosion, or fire
* an electric shock
* the failure or malfunction of any registered plant.