Emergency response checklist



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| Outdoor area |
| What to check | Things to look for | Check | Damage noted |
| Wiring | Exposed, protruding live electrical wires |  |  |
| Water pipes | Damage, leaks or breaks in pipes |  |  |
| Sewerage systems | Damage, leaks or breaks in pipes |  |  |
| Land | Subsidence, unusual cracks, holes or soil liquefaction (muddy, sandy appearance) |  |  |
| Swimming pools | Cracks, leaks, chemical storage, chemical spills |  |  |
| Trees | Unstable or fallen trees, broken branches |  |  |
| Fencing, gates, access ways | Sharp protrusions, gaps allowing unsafe egress, blocked entrances |  |  |
| Playground equipment | Structurally soundness, sharp protrusions |  |  |
| Debris | Obstructions, contamination, unsafe protrusions |  |  |
| Gas pipes | Smell indicating broken pipes |  |  |

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| Buildings interior and exterior |
| What to check | Things to look for | Check | Damage noted |
| Roofs | Holes, loose tiles/sheeting, broken chimney |  |  |
| Walls | Structural cracking, collapse |  |  |
| Door frames and windows | Warping, non-closing, broken glass |  |  |
| Equipment in technology rooms | Hazardous material spills, unstable machinery/ equipment, leaking Bunsen burners (smell) |  |  |
| Cupboards | Whether they are likely to come down and whether contents have moved |  |  |
| Fluorescent lights | Broken lights (can release small amounts of mercury into the air; less than in a mercury thermometer but need safe clean up and disposal |  |  |

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| Infrastructure systems |
| What to check | Things to look for | Check | Damage noted |
| Service systems: | If you see/suspect damage, get a qualified tradesperson to investigate |  |  |
| Water pipes | Leaks or breaks in pipes, contamination of water supply - check your local council website for information on watersupply and contamination |  |  |
| Sewerage systems | Sewage overflow |  |  |
| Gas pipes | smell indicating gas leaks |  |  |
| Power supplies/ wiring | exposed live wiring, broken switchboards |  |  |
| Mechanical systems (eg fire alarms, automatic doors and windows, lifts air conditioning and ventilation, fume cupboards, backflow preventers, heat pumps, extraction systems) | Whether systems are operating correctly. |  |  |
| Boilers | Fractures in the water pipes, leaking water, detached chimney, boiler moved.Note: Don’t turn the heating on until the boiler has been confirmed as safe by an approved boiler maintenance person |  |  |
| Computer networks including servers, routers, switches and other core systems | Whether systems are operating correctly, damage through sudden power loss; whether they have shifted off bases.Note: Check with your ICT support staff before turning your computer systems on. Bring systems on systematically over several hours. |  |  |