

# USP OHS FORM E-02

## FIRE ALARM / ACTUAL FIRE EVACUATION REPORT FORM

<b>A</b>	<b>Date of fire incident</b> <u>      /      /      </u> <input type="radio"/> <b>Fire Alarm</b> <input type="radio"/> <b>Actual Fire</b> <input type="radio"/> <b>Smoke</b>	<b>Campus</b> – Underline Campus location Laucala – Main Campus / Statham / Lower / Middle Lautoka / Labasa / Alafua / Emalus / Solomon Islands / Kiribati / Nauru / Tonga / Tuvalu/ Cook Islands /Marshall Isl / Niue / Tokelau	
<b>B</b>	<ul style="list-style-type: none"> <li>• <b>Building / Location</b></li> <li>• <b>Time Building Fire Alarm Activated</b></li> <li>• <b>Time of arrival of Fire Trucks</b></li> <li>• <b>Mode Fire Notification to Authority</b></li> </ul>	<i>Indicate name of building and exact location of actual fire / smoke alarm activated</i> _____ <i>State time building fire alarm activated</i> _____ <i>State time fire truck arrived on campus</i> _____  <b>Tick Mode of Fire Notification to Fire dept.</b> <input type="checkbox"/> Phone <input type="checkbox"/> Automatic System  <input type="checkbox"/> Security called authority <input type="checkbox"/> Fire vendor called authority	
To be completed by OHS staff or designated Campus staff and sent to Manager USP OHS Laucala within 24 hours of incident		<b>Response Scores</b> <b>D,E,F,G,H</b>	
<b>D</b>	<b>Building Emergency Wardens present:</b> Circle response below Yes / No	# If Yes State Names of emergency building wardens conducted evacuation of building	15% = Yes 15% names of bldg. wardens included
<b>E</b>	<b>Evacuation done</b> Circle response below Yes / No	# If Yes indicate / estimate number of evacuees exited building  # State Time last Evacuee Exited Building :	15% = Yes evacuation done  15% last evacuee exited < 5 mins
<b>F</b>	<b>Fire Emergency Assembly Area used by Evacuees</b>  Circle response below Yes / No	# Indicate number on emergency assembly area signboard and location used eg. Yellow 2  # Attach <b>USP OHS Form E-01</b> ( this is to be signed off by emergency wardens )	10% = Yes  10% = majority of evacuees evacuated to assembly area  10% = Filled <b>USP OHS Form E-01</b> attached to this report
<b>G</b>	<b>All Clear was provided to Evacuees to reenter Building</b> Circle response below Yes / No	# Indicate who gave ALL CLEAR to evacuees Fire officer / Chief Emergency Warden	5% = Yes
<b>H</b>	<b>Fire Call report signed off</b> Circle response below Yes / No	# Indicate name of USP staff signed off on Fire Truck Call report	5% = Yes
	<b>Safety Assistant signature</b> <b>Date</b>	<b>OHS Manager signature</b> <b>Date</b>	
	<b>Total Score out of 100 to be given by OHS Manager based upon responses D-H above.</b>		Total ___ / 100