

Emergency response checklist

School Grounds			
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		

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)		

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 water supply 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.		