



**D A M S T R A**

Recording Emergency  
Checks and Registers

Safety



## [DISCLAIMER]

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# Emergency Checks and Registers

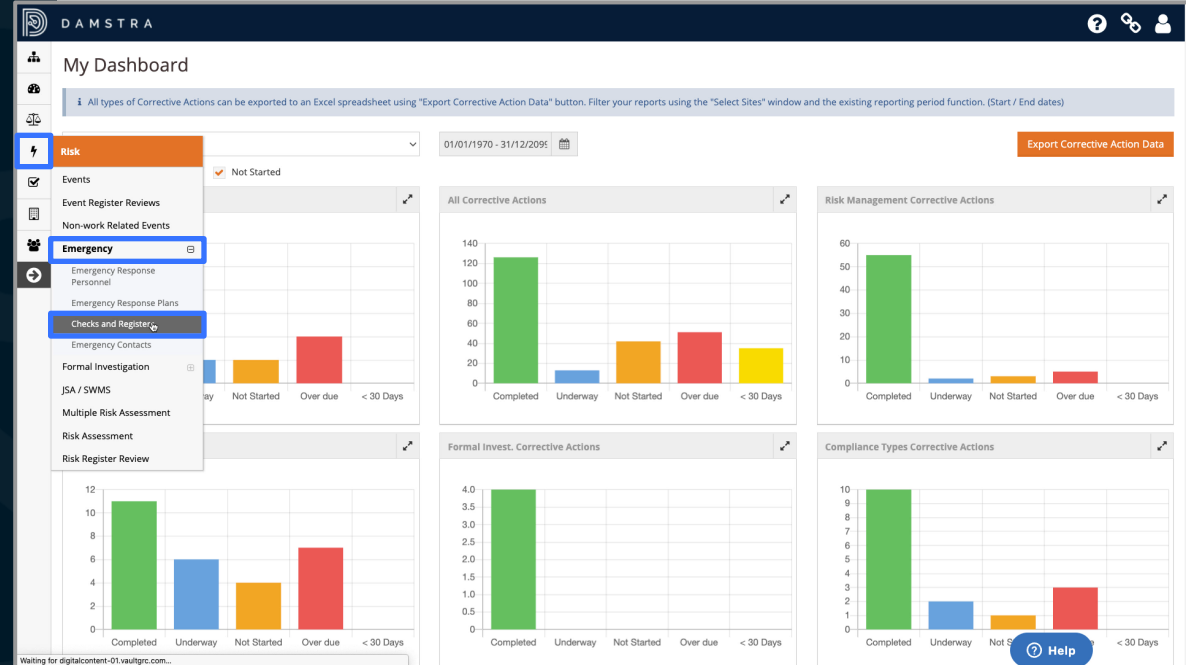
## Introduction

Damstra Safety provides the ability to keep tabs on important Emergency-related information such as the availability of emergency facilities, reviews of recent site evacuations and the effectiveness of evacuation procedures.



# Emergency Checks and Registers Location

This information is recorded under 'Risk' in the menu bar, then 'Emergency', then 'Checks and Registers'.



# Emergency Checks and Registers

## Emergency Equipment Facilities Review

The register is divided into three collapsible sections, the first being 'Emergency Equipment Facilities Review'. Use this as a place to review the availability and effectiveness of emergency equipment such as fire extinguishers and first aid kits to the business at any level of your Org Structure.

The register shows all existing reviewed facilities with key, summary information for each displayed in the table.

The screenshot displays the DAMSTRA web application interface for 'Emergency / Checks and Registers'. It features three main sections, each with a search bar and an 'Add' button:

- Emergency Equipment Facilities Review:** Contains a table with columns: ID, Date, Type, Site, Findings, Responsible, Actions, Accountable, Status, and Actions. Two entries are visible:

ID	Date	Type	Site	Findings	Responsible	Actions	Accountable	Status	Actions
21	21/01/2022	Fire Appliances	New Forest	Three extinguishers nearing end of life to be replaced with new appliances	Scott, Clayton	Source three new fire extinguishers	Scott, Clayton	Underway	Actions
9	07/09/2021	First Aid	Melbourne	First Aid Equipment was up to date, however need batteries for defibrillator	Kent, Henry	Have ordered new batteries	Kent, Henry	Completed	Actions
- Facility / Site Evacuations:** Contains a table with columns: ID, Date, Type, Department, Occurrence, Findings, Actions, Responsible, Accountable, Status, and Actions. One entry is visible:

ID	Date	Type	Department	Occurrence	Findings	Actions	Responsible	Accountable	Status	Actions
20	17/09/2021	Rehearsal	Head Office	Evacuation	time: 2.25min All exit doors clear and accessible		Martin, Fred Harry		Completed	Actions
- Emergency System Procedure Review:** Contains a table with columns: ID, Date, System, Site, Findings, Actions, Accountable, Responsible, Status, and Actions. One entry is visible:

ID	Date	System	Site	Findings	Actions	Accountable	Responsible	Status	Actions
18	26/10/2021	Evacuation	Melbourne	Evacuation system is suitable but awareness of procedure needs to built up for most sites	Further training for wardens.		Kent, Henry	Completed	Actions

The interface includes navigation icons on the left, a top navigation bar with 'DAMSTRA' and user profile, and a footer with a 'Help' button and a URL: [https://dglatacontent-01.vaultgic.com/hazard\\_management/emergencyManagement/checksAndRegisters/risk-management/](https://dglatacontent-01.vaultgic.com/hazard_management/emergencyManagement/checksAndRegisters/risk-management/).

# Emergency Checks and Registers

## Add Emergency Equipment Facilities Review

To add a new review, **click** 'Add'.

**Select** the date of the review and the 'type' of item being reviewed from the picklist. The options available in the picklist are determined by your Organisation via Settings. Help with this is available separately in the Support Portal.

**Select** the site that the review relates to from your Org Structure. This can be a blue or red site, or can be set to the global level if it is something that relates to the entire Organisation.

**Select** the department, noting that this field may not be visible in your system depending on Settings.

The screenshot displays the DAMSTRA interface with a modal window titled "Add New Emergency Equipment Facilities Review". The background shows a table of existing reviews with columns for ID, Date, and Type. The modal window contains the following fields:

- Date \***: 30/03/2022 (with a calendar icon)
- Type \***: Fire Appliances (dropdown menu)
- Site \***: ABC Group -> ABC Industries Australia -> Queensland -> Brisbane -> Dispatch -> Brisbane Warehouse (dropdown menu)
- Department**: Warehousing (dropdown menu)
- Finding**: (empty text field)
- Attach File**: (orange button)
- Responsible**: Type something... (text field)
- Action**: (empty text field)
- Accountable**: Type something... (text field)
- Status \***: -- Please Select -- (dropdown menu)

At the bottom of the modal, there are two buttons: "Save Emergency Equipment Facilities Review" (orange) and "Cancel" (grey). In the background, a table lists existing reviews, and a table with columns for "Accountable" and "Status" is partially visible.

# Emergency Checks and Registers

## Add Emergency Equipment Facilities Review (cont)

**Enter** the findings of the review in the free-text field, and **attach** any related files.

If any actions are required as a result of the review **select** the person responsible for carrying it out, along with detail of the action required, and the person accountable for its completion.

**Select** the appropriate status for the action from Not Started, Underway and Completed. If no action is required, **select** 'Completed'.

Once completed, **click** 'Save Emergency Equipment Facilities Review'. The item will be visible in the register.

DAMSTRA

Emergency / Checks and Registers

Emergency Equipment Facilities Review

30/03/2022

Fire Appliances

ABC Group -> ABC Industries Australia -> Queensland -> Brisbane -> Dispatch -> Brisbane Warehouse

Warehousing

Finding

Additional fire extinguishers required for level 2

Attach File

Brisbane War...

Responsible

Laurie Davison

Action

Order new fire extinguishers for level 2

Accountable

James Morpher

Status \*

Not Started

Save Emergency Equipment Facilities Review

Cancel

Accountable

Status

Completed

Completed

Help

# Emergency Checks and Registers

## Add Facility / Site Evacuations Review

The next section is intended as a place for recording emergency evacuations and rehearsals such as fire drills. Note that it is not for reviewing the emergency procedures themselves, which are recorded in the next section, rather how a particular instance of a site evacuation was handled according to those procedures.

As with the Emergency Equipment Facilities Review section, add a new record by **clicking** 'Add' and filling in the form with details including the type of evacuation – actual or rehearsal – and the occurrence, for example fire or earthquake. Again, provide the details of any actions required as a result of the review, then **save** the record.

The screenshot displays the 'Add New Facility / Site Evacuations' form within the DAMSTRA application. The form is set against a background of a dashboard with several data tables. The form fields are as follows:

- Date \***: 29/03/2022
- Type \***: Rehearsal
- Site \***: ABC Group -> ABC Industries Australia -> New South Wales -> Rydalmere -> Finance -> Sydney Payroll
- Occurrence \***: Fire
- Finding**: Satisfactory response overall. Some staff went back for personal belongings which will need to be addressed with the team.
- Attach File**: Sydney Payroll...
- Responsible**: Michael Farley
- Action**: Remind team of evacuation procedures
- Accountable**: Brian Daley
- Status \***: Not Started

Buttons for 'Save Facility / Site Evacuations' and 'Cancel' are located at the bottom of the form. The background dashboard shows sections for 'Emergency Equipment Facilities Review', 'Facility / Site Evacuations', and 'Emergency System Procedure Review', each with a table of records and an 'Add' button.

# Emergency Checks and Registers

## Add Emergency System Procedure Review

The last section is intended for reviews of emergency system procedures, for example the fire evacuation procedure for a particular site, which you might carry out on a regular, scheduled basis.

As with the other sections, to add a review, **click** the Add button and complete the form including the system being reviewed.

The screenshot displays a software interface with a modal form titled "Add New Emergency System Procedure Review". The form contains the following fields and values:

- Date \***: 24/03/2022
- System \***: Fire
- Site \***: ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → Sydney Payroll
- Finding**: Evacuation procedure needs to be updated to take into account changes made to building in last six months
- Accountable**: Michael Farley
- Action**: Update fire procedure considering the changes made to the building since the renovation
- Responsible**: Gary Thompson
- Status \***: Not Started

Buttons at the bottom of the form are "Save Emergency System Procedure Review" and "Cancel".

The background interface shows a table of existing reviews:

ID	Date	Type
1024	30/03/2022	Fire Appliances
21	21/01/2022	Fire Appliances
9	07/09/2021	First Aid

Below this table, there are sections for "Facility / Site Evacuations" and "Emergency System Procedure Review". The "Emergency System Procedure Review" section shows a single entry:

ID	Date	System	Site	Findings	Actions	Accountable	Responsible	Status
18	26/10/2021	Evacuation	Melbourne	Evacuation system is suitable but awareness of procedure needs to built up for most sites	Further training for wardens.	Kent, Henry	Kent, Henry	Completed

# Emergency Checks and Registers

## Add Emergency System Procedure Review

The last section is intended for reviews of emergency system procedures, for example the fire evacuation procedure for a particular site, which you might carry out on a regular, scheduled basis.

As with the other sections, to add a review, **click** the Add button and complete the form including the system being reviewed.

The screenshot displays a software interface with a modal form titled "Add New Emergency System Procedure Review". The form contains the following fields and values:

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- Finding**: Evacuation procedure needs to be updated to take into account changes made to building in last six months
- Accountable**: Michael Farley
- Action**: Update fire procedure considering the changes made to the building since the renovation
- Responsible**: Gary Thompson
- Status \***: Not Started

Buttons for "Attach File" (with "Sydney Payroll..." selected) and "Save Emergency System Procedure Review" are visible. The background interface shows a table with columns for ID, Date, Type, System, Site, Findings, Actions, Accountable, Responsible, and Status. The "Add" button in the bottom right corner of the background interface is highlighted with a blue box.

# Emergency Checks and Registers

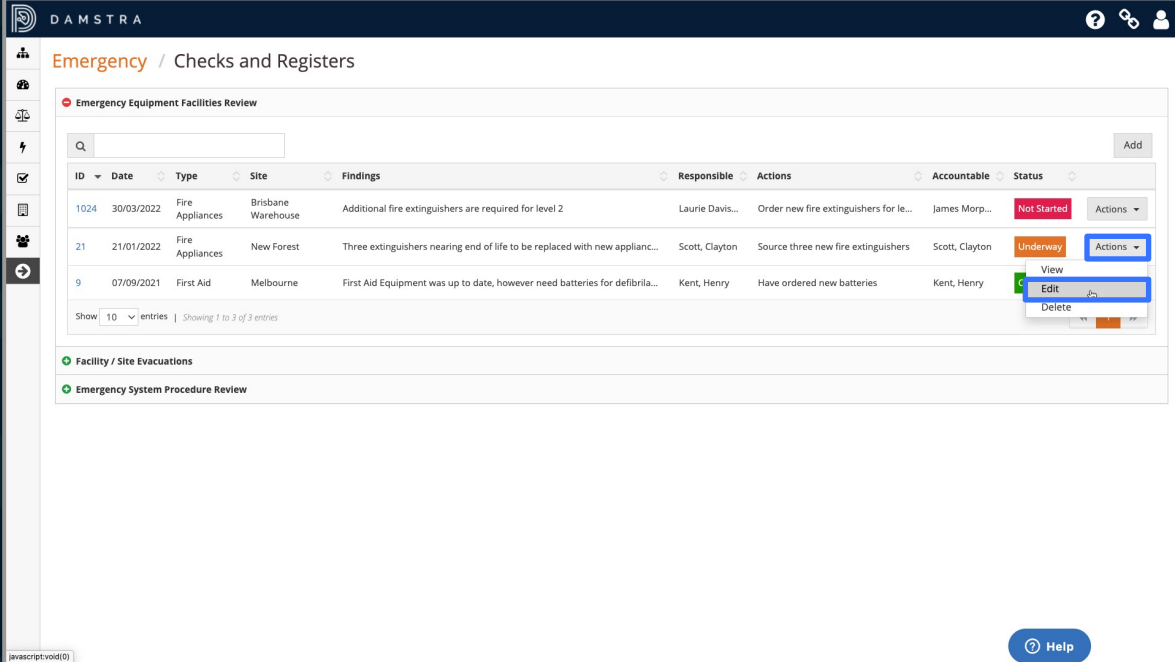
## Updating and Deleting a Review

Note that for all three sections, the responsible and accountable parties for any recorded actions will not be automatically notified and you will need to manually communicate these assignments with the relevant people.

The responsible parties should provide status updates for the actions directly in the appropriate record.

To do this, locate the relevant record and select 'Actions', then 'Edit'. Update the item and save.

To delete an item, select 'Actions', then 'Delete'.



The screenshot displays the DAMSTRA web application interface for 'Emergency / Checks and Registers'. The main content area is titled 'Emergency Equipment Facilities Review' and contains a table with the following data:

ID	Date	Type	Site	Findings	Responsible	Actions	Accountable	Status	
1024	30/03/2022	Fire Appliances	Brisbane Warehouse	Additional fire extinguishers are required for level 2	Laurie Davis...	Order new fire extinguishers for le...	James Morp...	Not Started	Actions
21	21/01/2022	Fire Appliances	New Forest	Three extinguishers nearing end of life to be replaced with new applianc...	Scott, Clayton	Source three new fire extinguishers	Scott, Clayton	Underway	Actions
9	07/09/2021	First Aid	Melbourne	First Aid Equipment was up to date, however need batteries for defibrila...	Kent, Henry	Have ordered new batteries	Kent, Henry	Completed	View, Edit, Delete

The 'Actions' dropdown menu for the third row is open, showing options for 'View', 'Edit', and 'Delete'. The 'Edit' option is highlighted with a blue box. Below the table, there are sections for 'Facility / Site Evacuations' and 'Emergency System Procedure Review'. A 'Help' button is visible in the bottom right corner.

