**Emergency Event Reporting Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Person Completing Form and Title:** | | **Date:** | | | |
| **Time event started:** | | **Time event concluded:** | | | |
| **Location / building** (be specific)**:** | | | | | |
| **Type of Event:** | **Weather Conditions:** | | | | **Situation at Start of Drill:** |
| * Code Red: \_\_\_\_\_\_\_\_\_\_\_\_\_ * Code Orange: \_\_\_\_\_\_\_\_\_\_ * Epsilon: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Fire * Evacuation * Medical Emergency (injury)   + Alpha (Employee)   + Guest * Earthquake * Weather Event: \_\_\_\_\_\_\_\_\_ * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Clear / Sunny * Partly cloudy * Cloudy (overcast) * Raining * Windy * Rain and wind * Hail * Snow / Sleet   Temperature: \_\_\_\_\_\_\_ oF | | | | * Before hours (prior to opening) * During business hours (Open) * After business hours (Closed) * During evening event (list event):   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Participants:** (check all that apply) | **Notification / Alert Method:** | | | | **Incident Command System Used?** |
| * Zookeeper(s) * Curator(s) * Co-Curator(s) * Veterinarian(s) * Life Science Director * Safety Coordinator * Security Manager * Security Officer(s) * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Via keeper * Via DZS employee * Via Volunteer * Via SSA employee * Phone * Radio * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | * Yes No   **Incident Commander:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Staff previously trained on this emergency procedure this year?** | **List New hire staff trained during this exercise:** | | | | |
| * Yes No |  | | | | |
| **Problems Encountered:** (Check all that apply and explain deficiencies on separate sheet): | | | | | |
| * Alarm not heard * Employees unsure of responsibilities / response * Weather-related problems * Doors left open * Staff not accounted for / attendance * Difficulties with evacuation of disabled guests * Staff that did not respond to situation * Staff error * Internal gate(s) not secured * External gate(s) not secured * Radio communication problems * Network / computer problems | | | | * Noise impedes communications * Employees / guests not sheltered * Improper or unavailable equipment * Improper or unavailable PPE * Doors or Exits blocked * Transportation * Interagency miscommunications * Incident Command problems * Faulty exhibit/holding area * Public vandalism * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Mitigation / Plans for Improvement:** (check all that apply and explain on separate sheet): | | | | | |
| * Address need for additional equipment / PPE * Improved emergency supplies * Additional staff training   List additional training needs:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | * Cooperative planning with responders * Revised emergency procedures * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

**Supervisor Summary Report**

**Type of Activity:** *(fire, weather/environment, injury to staff or visitor, animal escape or type of drill)***:**

**Species / animal involved / individual:**

**Date / time event occurred:** *(describe search and recapture. Specify actions taken, times staff reported to the incident area, type of equipment used; PPE, crates, weapons, tranquilizers, etc.):*

**Reason for event:** (*State N/A if not applicable):*

* FAULTY EXHIBIT / HOLDING AREA:
* PUBLIC VANDALISM:
* STAFF ERROR:
* OTHER (Specify):

**Corrections needed in exhibit / holding / event area:**

**Improvements needed in staff response procedures:**

**Events considered ‘Best Practices’:**

Report Date:

Reported by:

**Per AZA**

**Per AZA Accreditation Standard 11.2.3:** Emergency procedures/drill should be conducted for four basic types of emergencies: fire, weather/environment; injury to staff or visitor; animal escape.

**Per AZA Accreditation Standard 11.5.3:** Emergency procedures/drill should be conducted for potentially dangerous animals (e.g. large carnivores, large reptiles, medium to large primates, large hoofstock, killer whales, sharks, venomous animals, and others, etc.)

**Per AZA Accreditation Standard 11.7.4:** Institutions which utilize underwater diving with compressed air (SCUBA or surface supplied) as a part of regular operations and/or maintenance must conduct at least one live action emergency dive safety drill annually.