**Emergency Event Reporting Form**

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| --- | --- |
| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**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.