

Why is this Process Necessary?	Plausible Scenario	Scenario Method	
A new Community Earthquake Preparedness Guide has been produced and this is an opportunity to conduct an organisation evacuation drill to determine if our staff and evacuation procedures align to the latest advice.	<p>The scenario is modelled on a magnitude 5.2 earthquake event centred under the CBD of the City of Perth, Western Australia. This event corresponds with the recurrence interval for ground shaking of approximately 500 years, as defined in the current building regulations.</p> <p>The damage predicted for this scenario indicates significant damage to older buildings on softer soil sites, with many severely damaged.</p>	<input type="checkbox"/> Functional Exercise	<input checked="" type="checkbox"/> Drill
		<input type="checkbox"/> Desktop Exercise	<input type="checkbox"/> Competency Assessment
		<input type="checkbox"/> Evacuation Exercise	<input type="checkbox"/> Scenario Walkthrough
		<input type="checkbox"/> Document Review	<input type="checkbox"/> Other

Core Capability	Capability Maturity Level Required	Capability Maturity Description	Observations	Gaps Identified	Capability Elements [^]	
Training and Exercising	Established	<ul style="list-style-type: none"> 80% of staff have been trained in the new procedure and act appropriately during an event. Emergency Personnel in specific role such as wardens act in accordance with their role statement including directing staff, accounting for staff whereabouts and giving all clear. 	Run the Scenario	<ul style="list-style-type: none"> Most staff acted appropriately and performed the Drop, Cover Hold on advice. 2-3 key wardens showed excellent leadership skills however 2 wardens looked a little lost in their role, but joined in when instructed. 	<ol style="list-style-type: none"> Not all wardens are aware of their roles. A few staff did not know the Drop, Cover and Hold on procedure – Some could have missed the training. There is no record of training. 	<ol style="list-style-type: none"> People People People
Planning and Arrangements	Established	<ul style="list-style-type: none"> Informal and/or untested plans are in place, but with a high degree of confidence, they will be effective. Procedures are easy to follow and demonstrated by 80% staff following them during the drill. 		<ul style="list-style-type: none"> Staff demonstrated the Drop, Cover and Hold on technique but did not follow the current evac procedure, walking to 3 separate areas. This indicated that not all staff were aware of the evac procedure. 	<ol style="list-style-type: none"> All staff are not familiar with the organisation's evacuation procedure. Current procedure pointed staff to 2 locations that made it difficult to account for all staff. 	<ol style="list-style-type: none"> People Processes
Situational Awareness and Intelligence	Established	<ul style="list-style-type: none"> Contact details for further information and assistance are located by relevant staff. Communication systems are utilised correctly in majority of cases. FELT Report is registered on the Geoscience Australia Website. 		<ul style="list-style-type: none"> The Chief Warden had a copy of the emergency contact numbers on hand. The communication system worked as it should. The FELT report was not registered. Emergency WA was not accessed. 	<ol style="list-style-type: none"> FELT report was missed. Whilst not detrimental, it does assist response agencies. Current Emergency information from authorities was not accessed. 	<ol style="list-style-type: none"> Processes Processes

[^]Capability Elements

List the corresponding 'Capability Element' with the bullet point for 'Gaps Identified'. **People, Resources, Governance, Systems, Processes**

Capability Development

Capability Element and Identified Gap	Actions (SMART)	Assigned to	Timeline
People			
<ul style="list-style-type: none"> Not all wardens are aware of their roles. A few staff did not know the Drop, Cover and Hold on procedure – Some could have missed the training. There is no record of training. All staff are not familiar with the organisation's evacuation procedure. 	<ul style="list-style-type: none"> Engage an external company to provide some Warden training for all current wardens. Assess the number of wardens we currently have prior to the training and identify additional personnel who could perform the function if someone is on leave. Identify who has not received the Drop, Cover, Hold On training and provide an information session. Induction procedures to be updated with inclusion of evacuation procedures. Training to be provided to all staff on the current evacuation procedure, procedures to be clearly located around the organisation and a regular drill schedule to be developed. 	All actions to be assigned to the Manager Lessons Learnt.	31 March 20XX
Resources			
NIL Gaps Identified	No Action Required		
Governance			
NIL Gaps Identified	No Action Required		
Systems			
NIL Gaps Identified	No Action Required		
Processes			
<ul style="list-style-type: none"> Current procedure pointed staff to 2 locations that made it difficult to account for all staff. FELT report was missed. Whilst not detrimental, it does assist response agencies. Current Emergency information from authorities was not accessed. 	<ul style="list-style-type: none"> Current evacuation procedure to be reviewed to develop only 1 evacuation muster point. Chief and Deputy Chief Wardens to be provided with a checklist of actions – The addition of completing a FELT report and accessing and monitoring Emergency WA to be an action. 	OHS Manager to update procedure. And develop checklist.	31 January 20XX