

APPENDIX 1:

COMMUNITY EMERGENCY HUB BUILDING CHECKLIST

Exterior	Yes	No	Mitigation Measure
Is the building in a restricted or cordoned area?			
Is access to the building blocked?			
Are neighbouring buildings damaged?			
Are powerlines down?			
Are any windows broken?			
Is the ground around the building damaged?			
Is there a smell of gas or sewerage?			
Utilities			
Is the power out?			
Are there exposed electrical wires?			
Is your water not running clear?			
Are your lights broken or not working?			
Is your heating broken or not working (if required/applicable)?			
Are there any water leaks?			
Are your rubbish bins missing?			
Interior			
Are doorways blocked?			
Are non-access areas unsecured?			
Separate space for: <ul style="list-style-type: none"> • Staff • First Aid • Quiet Space 			
Kitchen (if applicable) <ul style="list-style-type: none"> • Suitable cleaning materials (dish liquid, cloths, broom, mop) 			
Toilets are in working order <ul style="list-style-type: none"> • Not overflowing or leaking Toilet paper, soap, and drying items available			
Chemicals and other poisons locked away and secured (if applicable)			
Animal Management area (if applicable)			
Animals can be restrained/contained/kept separate from one another			
Animals have a separate area in or outside the building			
Area can be easily cleaned			

