

Fire and Evacuation Instruction Record

The instructions given take into account the following components:

1. The location of the buildings' escape routes (fire exits and pathways to an exit).
2. A procedure for conducting members of the public to an exit and then to the designated assembly area (safe place).
3. Checking of all rooms (including toilets) for people (after assessing the risk from smoke or fire).
4. The location of fire-fighting equipment (fire extinguishers, fire blankets & fire hose reels).
5. The location of fire alarms or equipment for warning of fire (if applicable).
6. The method of operation of fire-fighting equipment (fire extinguishers, blankets & hose reels).
7. The method used to activate fire alarms or equipment for warning of fire (if applicable).
8. Making the announcement for occupants of the building to evacuate. This can be delivered via messengers or a public address system (if applicable)
9. Contacting the Fire Service using '000' telephone number passing on details of the emergency.
10. Assessing the effectiveness of the building evacuation, with consideration as to who may be missing and where they may still be within the building. (Conducting a head count)
11. Meeting the attending Fire Service Officer to pass on updated details of the emergency.

BUILDING NAME: _____

ADDRESS: _____

PART OF BUILDING: _____

Date	Name of Person Trained	Instruction Given (Use numbers listed in the above points as indication)										Instructors Name	

Instruction Guidelines

- **General evacuation instructions** must be given to staff within 2 days of a person commencing work in the building (Points 1-5) and repeated annually.
- **First response evacuation instructions** must be given to staff within one month of a person commencing work in the building (Points 1-7) and repeated two-yearly.
- **Evacuation coordination procedures** must be given to nominated responsible staff within the month prior to that person taking on those responsibilities (All Points) and repeated annually.
- Instructions on **any change to the Fire Evacuation Plan** must be given to all persons within one month of the change taking effect.

See Part 4 of the **Building Fire Safety Regulation 2008** for further detail. Full details of the legislation can be accessed online at the Queensland Legislative website: www.legislation.qld.gov.au.

