

Fire and Evacuation Practice Record

BUILDING NAME: _____

ADDRESS: _____

PART OF BUILDING: _____

Date	Time evacuation commenced	Time evacuation completed	Action required	Name of person conducting evacuation

Practice Evacuations Guidelines

- Evacuation practices must be conducted **annually for all buildings**.
- The practice must be carried out with an **appropriate number of persons**.
- The practice must be carried out in an **appropriate way**.
- The practice must be **recorded**.

The Practice Record must include the following:

1. The date of the evacuation
2. The times the evacuation started and ended
3. Any action taken as a result of the evacuation.
4. Name of person in charge of practice evacuation.

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.

