

# 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
12/08/2009	9.00am	11.30am	-	T. Johnson

**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](http://www.legislation.qld.gov.au).

