Fire & Evacuation Regulations

ANNUAL STAFF TRAINING - (Regulatory Compliance QBFSR 2008 - Section 35 & 36)

Building Name	
Address	
Instructor Name/Signature	
Date	

<u>Course Content – Fire and Evacuation Instruction Record (QBFSR 2008)</u> STAFF / VOLUNTEERS

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 rise 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 Services using '000' telephone number passing on details of the emergency
- 10. Assessing the effectiveness of the building evacuation, with consideration as to whom 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.

SIGNATURE	DATE
	SIGNATURE