Fire & Evacuation Guidelines

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

Building Name
Address

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

Summary of Evacuation Exercise & Recommendations

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