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| --- | --- | --- | --- | --- |
| Building/Site Name: | | | | |
| Address: | | | | |
| Area of Building/Site: | | | | |
| Date | Time evacuation started | Time evacuation ended | Action required  e.g. Review of emergency preparedness & response plan or giving additional instruction | Name of person overseeing evacuation |
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| 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: <http://www.legislation.qld.gov.au> | |