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| Building/Site Name: |
| Address: |
| Area of Building/Site: |
| Date | Time evacuation started | Time evacuation ended | Action requirede.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
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| 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>  |