BUILDING NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PART OF BUILDING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| Date | **Time evacuation started** | **Time evacuation ended** | **Action to be taken****e.g. Review of building fire and evacuation plan or giving additional instruction** |
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**Evacuation Practice**

* must be conducted **annually for all buildings**,
* must be carried out with an **appropriate number of persons**,
* must be carried out in an **appropriate way**,
* must be **recorded**.

**The Practice Record must include the following:**

* the date of the evacuation,
* the times the evacuation started and ended,
* any action taken as a result of the 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/).