

FIRE AND EVACUATION INSTRUCTION RECORD

INSTRUCTION GUIDELINES

General evacuation instructions must be given to staff within 2 days of a person commencing work in the building (Points 1-5) and repeated annually.

First response evacuation instructions must be given to staff within one month of a person commencing work in the building (Points 1-7) and repeated yearly.

Evacuation coordination procedures must be given to nominated responsible staff within the month prior to that person taking on those responsibilities (All Points) and repeated annually.

Instructions on any change to the fire evacuation plan must be given to all persons within one month of the change taking effect.



SAMPLE

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- 1. The location of the assembly area to be used in the event of an emergency.
- 2. The location of operation of the lighting system, the extinguishers, blankets and fire exits.
- 3. The method used to activate the alarm or system for warning of the fire emergency.
- 4. Listing the responsibilities for occupants of a building in an emergency. This can be defined as changes to a usual address under fire conditions.
- 5. Identifying emergency services using the fire telephone number, listing an address of the premises.
- 6. Identifying the other floors of the building accessible with consideration as to why they are being used when they may differ with the building's normal use.
- 7. Listing the attending emergency services services to give an address details of the premises.

Name: _____

Address: _____

Date	Name of Person Issued	Initials of Staff										Signature
		1	2	3	4	5	6	7	8	9	10	