## FIRE AND EVACUATION INSTRUCTION RECORD

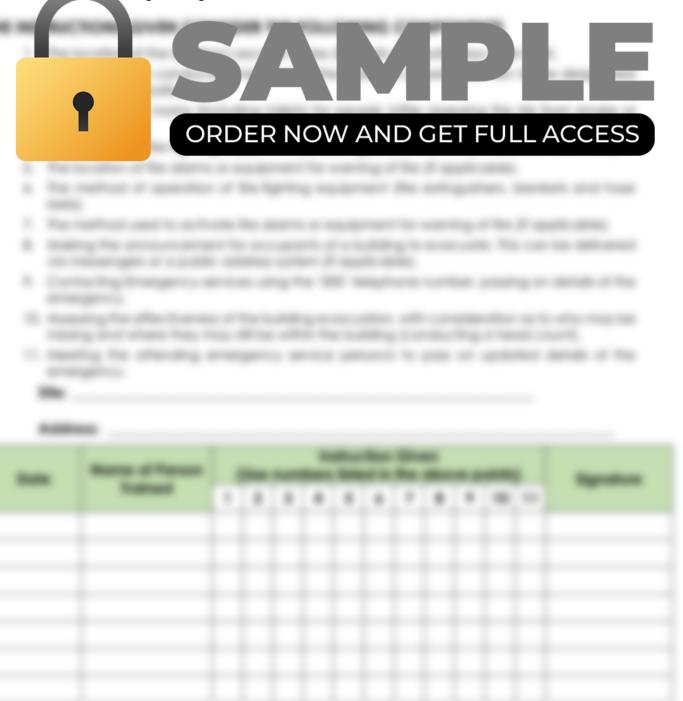
## **INSTRUCTION GUIDELINES**

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.



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