



## WORKPLACE GENERAL EVACUATION INSTRUCTIONS

Staff Name:	
Date Employment Commenced:	
Date of Induction:	
Induction completed by:	

<b>INSTRUCTIONS</b>	<b>DATE</b>
The location of the buildings' escape routes (fire exits and pathways to an exit).	
Site Assembly Point (safe place).	
A procedure for conducting members of the public to an exit and then to the designated assembly area (safe place).	
Checking of all rooms (including toilets) for people (after assessing the risk from smoke or fire).	
The location of fire-fighting equipment (fire extinguishers, fire blankets & fire hose reels).	
The location of fire alarms or equipment for warning of fire (if applicable).	
Location & Explanation of the Site Evacuation Diagrams "You are Here" reference.	
Site Communication Devices (if applicable).	

I \_\_\_\_\_ confirm that I have completed the  
(Instructor's name)

WORKPLACE GENERAL EVACUATION INSTRUCTION for \_\_\_\_\_  
(Staff Member's Name)

on \_\_\_\_\_ .

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(Instructor's Signature)

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(Staff Member's Signature)

This Document Must Be Accompanied By The Certificate Of Completion From Fire Training QLD To Comply With Building Fire Safety Legislation.