

Fire & Evacuation Practice Records

| Practice Evacuation Guidelines | |
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| <ul style="list-style-type: none"> Evacuation practices should be carried out on a monthly basis The practice should be carried with the appropriate number of persons living on the premises The practice must be carried out in an appropriate manner The practice must be recorded | The Practice Records should include the following: <ol style="list-style-type: none"> The date of the evacuation The times evacuation started and ended Any actions taken as a result of the evacuation Name of the person in charge of the practice evacuation |

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| Name of Premises | | Address of Premises | |
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| Date of Evacuation | | Time Evacuation Commenced | | Time Evacuation was completed | |
| Total of staff involved in the evacuation | | | Total of Visitors/ Participants involved in the evacuation | | |
| Issues of Concerns: | | | | | |
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| Person Conducting Evacuation Drill | | Signature | | Position | |
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