



**EMERGENCY EVACUATION PRACTICE**

**PF264**

**CAMPUS:**

**Date:**

**Building Name:**

**Building No:**

**Evacuation Practice Start Time:**

**Evacuation Practice Finish Time:**

Evacuation Report		Rating <i>(cross)</i>		Comments
		Good	Unsatis - factory	
1.	Duration of Evacuation Mins	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Training of Wardens – Competency	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Chief Warden’s Use of Evacuation System	<input type="checkbox"/>	<input type="checkbox"/>	

		Yes	No	N/A	Comments
1.	Chief Warden simulated phoning QFRS to confirm Fire/Incident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	All Wardens Wearing Hats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Inspections by Floor Wardens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Floor Wardens report on WIP Phones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Floor Wardens Physically Reported	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Evacuation Co-ordination Instructions Given		Rating <i>(cross)</i>		Comments
		Good	Unsatis - factory	
1.	Procedures to Escort Disabled Persons and Visitors	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Evacuation Procedures and Alarm Signals Identified	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Means of Escape and Clear Paths of Travel	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Location of Fire Equipment and their Use	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Procedures for the Conducting of Staff, Students & Visitors to the Exits and on to the Assembly Areas	<input type="checkbox"/>	<input type="checkbox"/>	

**Identified Procedural Short Comings**

**Recommendations**

Follow Up Required: Yes  No                       Action Completed: Yes  No

\_\_\_\_\_  
Signature of Chief Warden

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of UQ Fire Safety Officer

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date