



## Evacuation Plans, Diagrams and Training



Queensland

Building Act 1975  
Fire and Rescue Service Act 1990

**Building Fire Safety Regulation 2008**

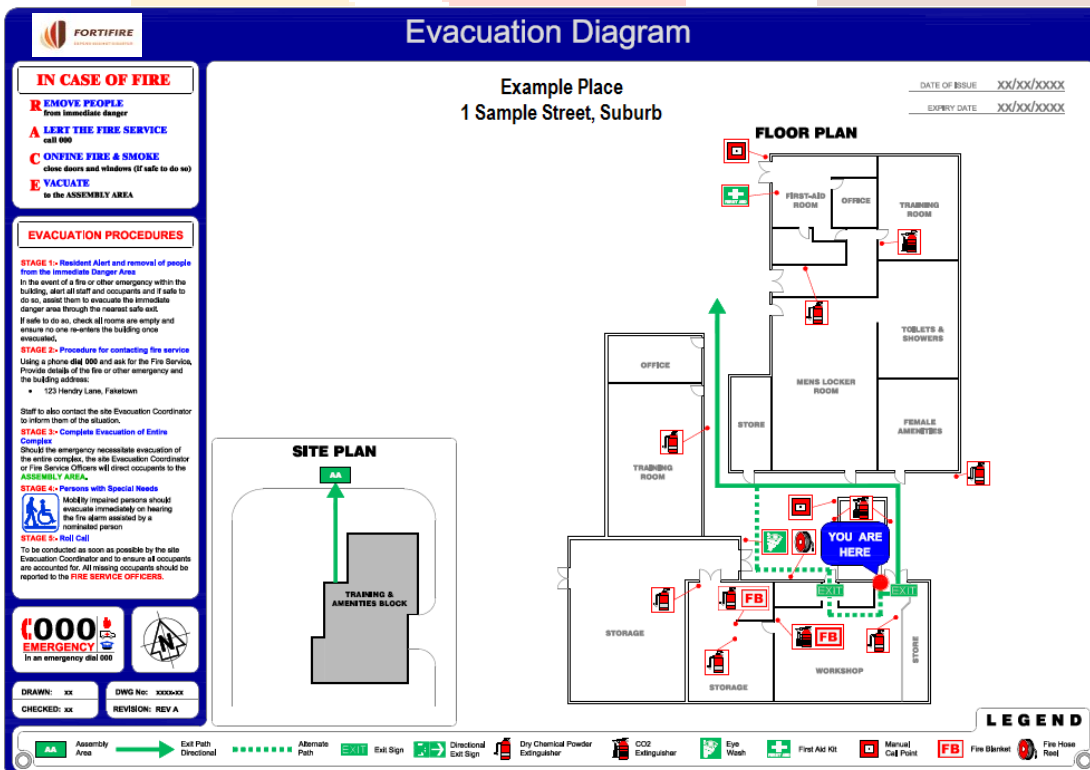
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Fire and evacuation plan development, evacuation coordination procedures, evacuation signs/diagrams, evacuation coordination instructions, evacuation practice and staff training are mandatory requirements in Queensland.

Building owners, business managers and tenants must ensure they fully meet their emergency planning obligations under the [Queensland Building Fire Safety Regulation 2008](#), [Workplace Health and Safety Act 1995](#), the [Workplace Health and Safety Regulation 2008](#), [Queensland's Work Health & Safety Regulation 2011](#) and [Australian Standard AS 3745:2010](#).

High occupancy buildings must also have a Fire Safety Adviser to fulfill certain obligations.

- Do you have a written Fire and Evacuation Plan?
- Are staff members trained in the procedures in the event of an emergency?
- Do you have procedures for assisting members of the public or persons in your care to a place of safety?
- Is all staff trained in the location and method of operation of fire fighting equipment and fire warning systems installed in the building?
- Does staff receive training within one month of commencing employment and annual refresher training?
- Are Evacuation Exercises held annually?
- Are training records and evacuation exercise records stored and available for inspection?
- Do you have Evacuation Diagrams (example below) and are they consistent with Australian Standard 3475?
- Are Evacuation Diagrams displayed in the correct orientation at each location with "You Are Here"?



Fortifire can assist in arranging Evacuation Plans, Diagrams and Training.

Call or email us now to find out how we can help.