



## Evacuation Training Record

### SCA\_Greenbank

**Address:** Cnr Teviot Rd & Pub Lane,  
Greenbank

**Date:** 31 January 2023

**Consultant:** Jody Vedelago

**Primary Occupier:** Knight Frank

#### Sessions Covered

Evacuation Coordination Instructions

#### Legislative Framework

Building Fire Safety Regulation 2008 QLD and AS3745:2010

#### Summary

All Secondary Occupiers were invited by the Primary Occupier to send representatives to participate in the Evacuation Coordination Instructions training session in accordance with Building Fire Safety Regulation 2008 QLD. The session conveyed procedure as outlined in the Primary Occupier's Fire and Evacuation Plan and covered detail as below.

#### Evacuation Coordination Instructions:

- Alerting and communicating with persons in the building;
- Alerting the Queensland Fire and Rescue Service;
- Use of Manually Operated Fire Alarms;
- Arranging for the evacuation of persons with special needs (Mobility Impaired, Refusals to Evacuate etc); Movement of occupants to the Assembly Area;
- Accounting for evacuated occupants;
- Communication between the warden team;
- Correct hand-over procedures to the QFES,

#### Observations/Recommendations

1. Not all Secondary Occupiers sent a representative to participate in the prescribed training session (please refer to the attached attendance register). It is recommended that the Primary Occupier engage with the non-compliant occupiers in writing to advise that they will be internally responsible for their compliance undertakings pursuant to part IV of the Building Fire Safety Regulation 2008 QLD.

#### Sign Off

The above compliance elements have occurred in accordance with the requirements of the Building Fire Safety Regulation 2008 QLD. The recommendations made will both assist the site in attaining compliance and improving the Emergency Management Systems currently in place, with an ultimate goal of saving lives in the event of a fire emergency. Please contact Building Fire and Safety Advisers if you would like assistance with any of the above recommendations.

Marcus McLaren (LL.B) (FSA) (C.Dec)  
Principal – Building Fire and Safety Advisers