Facility Name: Port Douglas State School

Address: Endeavour Street Port Douglas

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**Practice Evacuation Guidelines**

- This record is to be used when conducting a practice evacuation from a building to an external place of safety. It is not suitable for ‘lock down’ type drills.
- Fire Drills must be conducted at least at intervals specified in *HLS-PR-20* (Fire Safety & Prevention) for the type of facility.
- The practice must be conducted with an appropriate number of persons available to participate.
- The practice must be carried out in an appropriate way.
- This record must be retained in a fire resistant container for 2 years from the date of the evacuation practice.

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**Facility Name: Port Douglas State School**

**Address:** Endeavour Street Port Douglas

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**Full Evacuation of facility**  yes ☐  **Partial Evacuation of facility**  ☐

If partial, nominate area/s evacuated: ________________________________

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<table>
<thead>
<tr>
<th>Date</th>
<th>Time Evacuation Commenced</th>
<th>Time Evacuation Completed</th>
<th>Name of person conducting fire drill</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.11.16</td>
<td>10.45am</td>
<td>10.50am</td>
<td>Bev Gwynne</td>
</tr>
</tbody>
</table>

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Any action required after the fire drill (e.g. Changes to the current Building Fire & Evacuation Plan (BFEP) or staff instruction*: yes

To action a simple procedure for marking rolls and signalling that everyone is present.

Process went smoothly. All students, staff and visitors were assembled on the oval by 10.50am and accounted for. Some classes did not take the designated evacuation route as outlined in the Evacuation procedures that are displayed in every room. Instead they walked through the multi purpose hall. Principal checked all classes and Admin Secretary checked ancillary staff. Siren was only heard faintly in cyclone shelter. Siren in prep playground did not sound. (* Ensure any changes to evacuation procedures are updated in the BFEP and workers receive the amended instruction within 1 month of the changes).