General Evacuation Instructions (GEI)

* For all staff members and contractors- to be completed within **2 days of starting** work in a specific work area and to be **repeated annually**.
* To be facilitated by a staff member that has been delegated to instruct the GEI and a record maintained by the Line Manager.
* Must also be completed if any structural changes occur in the work area **within 1 month of those changes occurring**.

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| **Evidence of Training Completed** | |
|  | Show/Explain and explain evacuation signage including: exits, extinguishers, evacuation signs, maps and location of the designated assembly area. |
|  | Show/Explain procedure to be followed in the event of fire and/or evacuation in work unit |
|  | Identify and briefly explain the roles of local fire Wardens (Emergency Officers) |
|  | Show/Explain the means of escape from the building in the event of fire (Code orange evacuation can apply for other codes as well) |
|  | Show/Explain location of firefighting equipment including: fire extinguishers, fire hose reels, albac mats etc. |
|  | Show/Explain the use of local fire alarm devices e.g. use of manual call point, red WIP phones etc. |
|  | Show/Explain the location of emergency manual and evacuation procedure for work unit |
|  | Recall the RACE Acronym:   * REMOVE persons from immediate danger * ALERT nearby staff and members of the public and call your site emergency number * CONFINE fire and smoke, close windows and doors (if safe to do so) * EXTINGUISH and control the fire (if safe to do so) |

*All Fields on this Form are Mandatory*

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| Staff Member’s name who  provided Instructions: | | Date |
| I hereby declare and confirm that I have been provided with training in General Evacuation Instructions.  Participant Full Name (Print):    Signature of Participant: Date: / / | | |
| Work Unit: |  | |
| Facility: |  | |

*You are not deemed as competent, unless you have completed this questionnaire.*

This form is to be retained by the work unit for auditing purposes – hard copy or electronic

(Ref. BFS Regs 2008.S35 General evacuation instructions)

**Instruction Sheet for completion of General Evacuation Instruction Checklist**

**General Evacuation Instructions** are to be given:

* as soon as practicable but no later than 2 days after a person starts work in the building,
* at intervals of not more than 1 year, and.
* within 1 month, to each person working in the building, if there is a material change to:
  + The location of a fire safety reference point for the building, or
  + The procedures for evacuating the building safely in the event of a fire or hazardous materials emergency.

Any staff member who has a current GEI for the unit/building for which they are giving instruction can complete the instruction and sign this form.

**The Building Fire Safety Regulation 2008 requires records for all fire and evacuation instructions to be maintained.**

The instruction should outline the procedures for evacuating the building safely in the event of a fire or hazardous materials emergency; and

The location of the fire safety reference points for the building covering:

1. the place that corresponds to the place in the building where the diagram is displayed;
2. the route from the place mentioned in paragraph (a) to the nearest exit of the building;
3. each exit of the building;
4. any intercommunication devices in the common areas of the building;
5. the manually operated fire alarms in the building;
6. the fire fighting equipment in the building;
7. each designated assembly area for the building;
8. the route from each exit shown on the diagram to a designated assembly area.



