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| Evacuation pack content checklist |
| Capital Development Guidelines – Series 7, Fire Risk Management August 2013 |
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Contents must be checked monthly. This form must stay in the evacuation pack.

The person responsible for completing this form must sign to show that each item is in the evacuation pack or is electronically available, and that each item is completed, legible, and up to date.

Service providers are responsible for maintaining and replenishing an evacuation pack. The evacuation pack must be in the location displayed on the evacuation diagram.

Service providers can [access resources](https://providers.dffh.vic.gov.au/fire-safety-induction-program-24-hour-supported-accommodation) to complete and maintain fire safety compliance standards.

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| **Item** | **Date and signature** | **Date and signature** | **Date and signature** | **Date and signature** | **Date and signature** | **Date and signature** |
| Emergency information form |  |  |  |  |  |  |
| Emergency contact form |  |  |  |  |  |  |
| Resident Evacuation Management Plan |  |  |  |  |  |  |
| Bushfire Survival Plan *(if applicable)* |  |  |  |  |  |  |
| Torch |  |  |  |  |  |  |
| First aid kit for minor injuries |  |  |  |  |  |  |
| Warden helmet, hat or tabard |  |  |  |  |  |  |
| Evacuation diagram |  |  |  |  |  |  |
| Incentive items to encourage exit *(if applicable)* |  |  |  |  |  |  |
| Other items specific to site |  |  |  |  |  |  |

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