# Building Code Vic D2.21 Operation of Latch Statement by School Template

**To be completed by schools every year or more frequently if student enrolment details, buildings or evacuation plans change.**

This statement affirms that measures employed within the school named below are appropriate to the function and use of the buildings to allow occupants to evacuate safely.

All doors allow free egress or can be immediately unlocked by hand, by a person or persons nominated by the principal and who has been instructed on their duties and responsibilities of unlocking the locked door/s, and who is available when the school is lawfully occupied so that persons in the school building or part may immediately escape if there is a fire.

**School name and number:**

**Principal’s name:**

**Principal’s contact phone number:**

**Dated:**

**Person or persons nominated by the principal:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Dated: | Name/s: | Position/s: | Details of duties and responsibilities: | Contact phone number/s: |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |