

### FIRE DRILL

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| **Date of Drill** | **Time of Drill** | **Comments** |
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### FIRE FIGHTING EQUIPMENT

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| **Type** | **Location** | **Description of**  **Inspection & Maintenance Work** | Date & Signature |
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### SMOKE ALARMS/DETECTORS

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| **LOCATION** | **CHECKED** | **SIGNATURE** |
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FIRE ALARM SYSTEMS

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| **Location of Equipment** | **Description of Inspection and Maintenance Work** | **Date and Signature** |
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##### *EMERGENCY AND EVACUATION PROCEDURES*

###### Discovering a fire

**What to do?**

* **Raise the alarm by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (give details)**
* **Phone the Fire Brigade from the nearest phone (dial 112 or 999) giving the following details:**

**Name of Premises: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address of Premises: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location of the Premises: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nature of the Fire**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**On hearing the alarm or other warning:**

**What to do?**

* **Instructions will be given by the person in charge of each room/area**
* **Form a single file, leave the room and go directly to the Assembly Point at:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Conduct a roll-call**

**Remember:**

* **Do not return for anything that you may have forgotten**
* **Do not stop to collect personal belongings**
* **Do not open a door if you suspect a fire on the other side**
* **Do not re-enter the building until advised to do so by the fire brigade**



### *SAMPLE FIRE INSTRUCTIONS*

**ON DISCOVERING A FIRE:**

(1) Raise the Alarm

(2) Leave the Building by the nearest exit

(3) Prevent the fire from spreading by closing doors, and tackle the fire, if it is safe to do

(4) Go to the fire assembly point

**ON HEARING THE FIRE ALARM:**

(1) Leave the Building by the nearest exit

(2) Go to the assembly point

**THE FIRE ASSEMBLY POINT IS:**

**ALL STAFF must know:**

(1) How to reduce the risk of fire

(2) Position and safe use of fire fighting equipment

(3) Position and safe use of all fire alarm equipment

(4) Roll call is taken at the fire assembly point after any evacuation

**THE PERSON IN CHARGE must ensure that:**

(1) Escape routes are kept clear at all times

(2) Final exits are easily openable

(3) All staff know these fire procedures