

Undertaking a Fire Drill

Fire drills should be undertaken at least annually, more frequently where there are staff / occupancy changes.

Six monthly fire drills are recommended.

(1)

Notify Monitoring Station
(if system linked)

(2)

Sound Fire Alarm

(3)

All persons should **leave the building immediately**, by the **nearest available exit** and proceed to the **designated assembly area**, **without stopping** to collect personal belongings, **but closing doors** behind them.

(4)

Fire Wardens should ensure that **people in their zone** or area **leave the building promptly**.

If safe to do so, **each floor** or level, should be **'swept' by Wardens** as they leave the premises, **checking the toilets on their way out**.

Special provisions may be necessary for any **disabled members of staff or visitors** present at the time of the alarm (see evacuating people with disabilities).

(5)

Lifts are not to be used.

(6)

A roll call or **head count** should be carried out **at the assembly area** to establish whether all persons are accounted for.

If **any people** are reported **missing**, this information should be passed on to a **Fire Services Officer without delay**.

(7)

In no circumstances should **search parties** be organised to search the premises **for missing persons**.

This task, if necessary, will be carried out by **Fire Services personnel wearing breathing apparatus**.

(8)

The Fire Officer will indicate when it is **safe to re-occupy** the premises.