

FIRE DRILL

1. Raise Alarm

2. Evacuate Building

Children and adults walk to the designated assembly point outside the building

3. Call the Fire Brigade

The appointed person phones the Fire Brigade from the nearest telephone

4. Put Out The Fire

If it is safe, without risk to oneself, an appointed person who is proficient in using the fire equipment may tackle the fire, using the appropriate extinguishers until the Fire Brigade arrives

Fire Drill Record

Month	Date	Time from sounding alarm until assembly	Time of drill	Number of adults	Number of children
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

