



Fire Drill Instructions *(for home or business):*

The purpose and the objectives of any fire evacuation drill include:

- To identify any weaknesses in the evacuation strategy
- To test the procedure following any recent alteration or changes to working practices
- To familiarize new occupants with procedures
- To test the arrangements for disabled people
- To identifying weaknesses in emergency communications procedures and systems
- To identifying positive and negative reactions of family/staff

Who Should Take Part - The evacuation should be for **all family members or employees** (Except those who may need to ensure the security of the premises. Or people who, on a risk-assessed basis, are required to remain with particular equipment or processes that cannot be closed down.)

Premises that consist of several buildings on the same site should be dealt with one building at a time over an appropriate period unless the emergency procedure dictates otherwise.

Where appropriate, you may find it helpful to include members of the public in your fire drill - ensuring that all necessary health and safety issues are addressed before you do so.

A parent or the head of a department should nominate a suitable person to organize & supervise the fire drill. Generally, the drills should not take any longer than 10 -15 minutes to complete and provide minimum disruption.

Considerations prior to undertaking the fire evacuation drill:

- **Consult & Coordinate** - For businesses, you will need to coordinate the fire alarm drill with any other building occupants / departments. Their involvement and awareness of the drill is essential so that all parties have agreed to the drill and participate.
- **Prevent Unintentional Fire Brigade Attendance** – For businesses, before the start of a drill, ensure that the emergency services are not alerted by pre warning the person responsible for making the emergency phone call.
- **Weather Conditions** - The weather conditions for the proposed drill just prior to date & time should be considered; as snow, ice, thunder and lightning or torrential rain are not ideal for the drill as it introduces potentially avoidable hazards to participants. If these conditions are experienced immediately prior to the planned drill, it is recommended that you postpone the drill until conditions are less hazardous.
- **Escape Routes** - Check external stairs and routes to ensure there are no hazards or conditions which may cause an accident. For example, excessive pigeon guano, moss, algae, damage to steps, rubbish, or other obstructions etc. The cleanliness and checks of escape routes should be undertaken on a regular basis by department safety / maintenance staff.
- **Maintenance or Service Engineer Assistance** - You may need to ensure that Maintenance Staff and/or your Fire Alarm Service Company are available to reset the Building Services and Plant such as Boilers, Air Handling Units, Gas (Mains or Laboratory Cylinder), Isolation Systems, and Smoke Control Systems etc.

CARRYING OUT THE DRILL

1. Set off the test alarm.
2. Take it seriously. Have a serious expression on your face, but do not act panicked.
3. Walk slowly towards the designated Fire Exit and ensure all those around you are remaining calm and orderly.
4. Assemble at a predetermined point.
5. Take a roll call to ensure all family members, employees have arrived.
6. Discuss potential dangers and threats had it been a real drill. Take suggestions and discuss alternative plans.
7. Continue to drill with slight alterations and circumstances to ensure all possibilities are accounted for.

MONITORING AND DEBRIEF

Throughout the drill, the 'Responsible Person' and nominated observers should pay particular attention to:

- Communication between all those involved
- The use of the nearest available escape routes as opposed to common circulation routes
- Difficulties with the opening of final exit doors
- Difficulties experienced by people with disabilities or young children
- Inappropriate actions, e.g. stopping to collect personal items, attempting to use lifts, windows and doors not being closed as people leave

