





<b>GUIDANCE NOTE</b>	<b>FIRE INSTRUCTION AND DRILLS</b>	<b>Code: M001</b>	<b>Issue: B</b>
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## **TRAINING AND INSTRUCTION**

All employees shall receive instructions and training on initial employment and thereafter annually to ensure that they understand the fire precautions, the practical use of fire-extinguishers and hose reels, and the action to be taken in the event of a fire. This shall include persons engaged on duties outside normal working hours, such as security personnel and cleaners.

Such instruction shall be given by a competent person and shall be based upon written instructions.

The instruction and training shall include the following:

- The action to be taken on discovering a fire.
- The action to be taken on hearing the fire alarm.
- How to raise the alarm, including the location and activation of alarm points, telephones and alarm indicator panels.
- The correct method of calling the emergency services.
- The location and correct use of firefighting equipment.
- The escape routes to be used and the muster points.
- The importance of the need to ensure that fire doors are not obstructed or propped open and are closed when the alarm is sounded.
- The isolation of electrical and gas supplies and the stopping of machinery, where appropriate.
- The evacuation of members of the public and other persons who may occupy the building.

Certain categories of personnel shall be given further training in matters that are particular to their own responsibilities at the time of a fire. These categories shall include:

- Department heads.
- Security staff.
- Telephonists.
- Supervisory staff.

## **ALARM TESTS**

The fire alarm shall be tested weekly in all buildings, using a different actuation point for each test. A check is to be carried out in each building to ensure that the alarm is audible from every position within the building.

## **FIRE DRILLS**

Fire drills shall be carried out every 6 months. Consideration shall be given to the simulated blocking of fire evacuation routes to provide realistic conditions.

## **FIRE INSTRUCTION NOTICES**

Notices detailing the action to be taken in the event of fire shall be displayed in conspicuous positions in all parts of the building.

## **RECORDS**

Records shall be kept of all activities relating to fire and fire prevention and shall include:

- Dates of any training and instruction given, fire drills and alarm tests.
- Type of training, instruction, drill or test.
- Duration of training or drill.
- Name of person carrying out training, instruction, drill or test.
- Names of persons receiving training or instruction.