

Specimen Instructions to Staff in Case of Fire

(General instructions to be observed by staff)

In the event of fire it is the first duty of all concerned to prevent injury or loss of life. For this purpose you should make certain that you are familiar with all means of escape in case of fire.

Since there may be an opportunity in the event of fire for you to attack it with the nearest fire extinguisher or hose reel, you should also be familiar with how to use them.

Immediately on discovering a fire, or when one is reported to you, you should.

Sound the Alarm

The (.....) is responsible for ensuring that the Fire Service is called immediately when the Fire Alarm sounds. Immediately when the Fire Alarm sounds you should assist all pupils to leave the building.

On arrival at the Assembly Point, which is.....

A roll call shall be taken by..... who will be responsible for informing the Fire Service of persons not accounted for.