[Company name]

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FIRE DRILL NOTICE

Document: _____ **Date:** _____

From: _____ **To:** All staff

Subject: Fire drill - [Drill date]

DRILL: [Drill date] **at** [Drill time] | **Assembly point:** [Assembly point] | **Fire warden:** [Fire warden name]

Evacuation steps 1. When the alarm sounds, leave the building promptly and go directly to [Assembly point].

2. Do not use lifts. Do not stop to collect personal belongings.

3. Report to [Fire warden name] at [Assembly point] so you can be accounted for.

4. Do not re-enter the building until [Fire warden name] gives the all-clear.

[Manager job title]s must check their area, including [Department name], is clear. Questions: [Manager name], [Manager job title].