



## Fire Safety Instructions to New Staff Members:

The staff member below was provided with Fire Safety Instructions as detailed below:

**Name:** \_\_\_\_\_ **Property:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Time:** \_\_\_\_\_ **Duration:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_

### Topics covered (Tick boxes as required):

- Hazards and safety practices
- How to raise the alarm internally
- How to raise the alarm externally
- Action on hearing alarm
- Calling the Emergency Services
- Site Shutdown/Power shutdown
- Location of installed firefighting equipment
- Egress routes and assembly points (location & identification)
- Assisting visitors and disabled persons
- Use of lifts in emergencies
- Security measures
- Emergency signage
- PA's EWIS system (what the tones mean)
- Reporting emergency equipment faults (who to & how)
- Fire and smoke doors operation and operating requirements
- Any role that staff members may be required to perform as part of their duties

Comments or questions by Instructor/ staff member:

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I confirm I have received and understood the instructions on the above topics ticked on the above date.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_