

## Staff Training & Evacuation Tests

The responsible person is to ensure that all members of staff are fully instructed and trained. This is to ensure that they understand the fire alarm system, evacuation plans of the premises and the action to be taken in the event of a fire.

This should normally be completed and recorded as part of an induction process.

The evacuation guidance signage should match the evacuation plan and training for the premises. A competent person should have overall responsibility for organising staff training from written instructions and must record the training data for each staff member trained. The risk assessment and type of premises will determine how often staff will receive refresher training after induction and the amount of fire evacuation drills carried out per year, the minimum being one evacuation per year for all premises. A well planned and executed fire evacuation drill will confirm staff understanding of training. The responsible person should encourage staff feedback, which should be recorded, from lessons learned during any evacuation and amend the evacuation plan and risk assessment where required.

Training standards and the evacuation plan are to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 Instruction and training should be created from the following list, dependant on the type of premises and risk assessment, items 1- 10 refer to all premises:

1. Action to be taken upon discovering a fire
2. Action to be taken on hearing the fire alarm
3. How to raise the alarm and where the call points/bell, internal alarm, telephone, and panel are located
4. Know the correct method of calling the fire service
5. Location and safe use of firefighting equipment
6. Knowledge of all escape routes and the assembly point
7. Appreciation of the importance of fire doors and the need to close all doors during an evacuation
8. How to operate emergency exit doors
9. What to do when the fire service arrives
10. The importance of general housekeeping in the premises
11. Why premises lifts should not be used during an evacuation
12. How to evacuate members of the public
13. How to move elderly or infirm persons who may require assistance in an emergency
14. Be trained and practiced in the type of evacuation used in the premises if hazardous materials are involved in the work area
15. How to stop machines and powered processes and isolate power supplies in the event of a fire