[Company name]

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FIRE DRILL NOTICE

Document	Date	From	To
[Doc ID]	[Date]	[Manager name], [Manager job title]	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].