**[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].