



# CRA BULLETIN

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Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

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## FIRE DRILLS

Businesses have a legal responsibility to have emergency procedures in place and one of the most common emergencies is fire.

A fire procedure is only as good as the staff's familiarity with it. Fire drills are necessary.

Fire procedures need to be carefully considered for the businesses individual needs and the following should be taken into consideration:

- How to raise an alarm
- Who are the fire wardens
- Where are the assembly points
- Where's the staff list
- Utility shut off's (water, gas)
- Fire control doors
- Important phone numbers
- Who is trained in First Aid
- Emergency supplies (extinguishers, first aid)

Like any risk assessment, your fire evacuation procedure should be practiced and reviewed regularly. It is also important to document this review process as you may be required to prove you have done so after an incident.