



Guyana Fire Service

Fire Prevention Department

Fire Safety

EVACUATION DRILL

The aim of an evacuation drill is to enable staff and customers to vacate any premises in a safe, timely and orderly manner, in event of a fire or any other emergency. The standard procedure is as follows: -

1. Sound an Alarm

For premises with electrical and manual systems; these can be operated by pressing a switch or sounding a siren. In the absence of these two, a loud continuous ringing of the bell should also signify that something is wrong.

2. Call the Fire Service (if necessary) 912

If you are conducting a drill, there is no need to call the Fire Service. If it is a **Real Emergency then you MUST do so.**

3. Evacuate the Building (Hotel/Office)

A senior member of staff must take command of this exercise (Marshal/safety officer). Each marshal or safety officer must take command of incident. They will instruct all occupancy to stand and exit via the closest door (fire escape/exits). Occupancy closest to the affected area must be evacuated first. Priority must also be given to person or persons with disabilities. This exercise must be accomplished in a safe timely and orderly manner, no running, pushing, or jumping through windows etc are permitted.

5. Assembly Point

Everyone must proceed to the assembly point, this must be a predetermined location which must be known by everyone. It should be located away from the building.

6. Roll Call

Marshal or safety officer must take their registers to the assembly point where they will account for every person. After accounting for everyone in the building, the marshal or safety officer must report to the accordingly.

After leaving the building no one must be allowed to re-enter (under no circumstance) until there are told to do so by the marshal or Safety Officer, or the Fire Department.

In order to accomplish the aim of this exercise the procedure must be followed simultaneously. This can be achieved by delegating responsible persons (Marshal or Safety Officer) to execute different functions.

Evacuation Drills must be conducted at least once every quarter.

This exercise must see the participation of every person.

Point to note, if the fire is very small, and there are portable fire fighting equipment (Fire Extinguishers, Fire buckets etc.) on hand person (s) present who are trained to use them, then the fire can be attacked almost immediately.

The **Guyana Fire Service** urges you to always think safe and smart.

Produced by
Shannon Crawford
Fire Prevention Department

