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| **Business Name:** |  |

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| **Worksite:** |  |

The site manager will make personnel aware of the site’s fire drill during their induction.

However, they must acquaint themselves with the site’s fire procedure, and its, as relevant:

* Permanent or temporary alarm call points
* Emergency fire-escape routes and assembly points
* Fire-fighting equipment

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| **Name of the Responsible Person:** | **Telephone Number:** |
|  |  |

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| **Designated People** |
| **Responsibility:** | **Name:** | **Telephone Number:** |
| Deputy Responsible Person |  |  |
| Check to Clear Premise: |  |  |
| Roll Call: |  |  |

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| **Premises Floor Plan** |