

FIRE DRILL

The Fire Drill is to be conducted once a year after the AGM. The Drill is to be conducted in a safe manner. If inclement weather exists the Drill will still be conducted.

- All members to take part;
- Fire Evacuation Personnel will be appointed by the Chairman of the Meeting;
- All remaining members will act as the audience and cast members;
- The appointed 'Person in Charge' will place a sign marked 'FIRE' in an appropriate location and announce that a fire has been identified;
- The exercise will now commence;
- When all personnel have safely departed from the building a debriefing meeting will be convened; and
- Any lessons learnt will be implemented.