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| **Nature of training** | | | **Ref no** | **Date** |
|  | | |  |  |
| **Names of employees being trained.** | | | | |
| **Core subjects** | | **Training given/understood** | | |
| Action to take on discovering a fire | |  | | |
| Raising the alarm | |  | | |
| Calling the fire brigade | |  | | |
| Location and use of portable fire-fighting equipment | |  | | |
| Action to take on hearing the fire alarm | |  | | |
| Escape route, opening escape doors and roll call procedure | |  | | |
| Dealing with visitors | |  | | |
| Stopping machines and processes, isolating power supplies | |  | | |
| General information on fire | |  | | |
| Fire prevention | |  | | |
| Supplementary subjects | |  | | |
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| **Duration** | **Comments** | | | |
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| **Comments/Feedback** |
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