Fire Safety and Evacuation Training Report
For Places of Assembly

This training report certifies that the following people have successfully completed training as it relates to the Fire Safety and Evacuating plan for this business. This training shall discuss the fire hazards and fire prevention actions associated with normal work assignments. The evacuation signal, and other alarms present in the business, shall be reviewed. Employees shall learn their duties during a fire emergency and the various exit routes available from their workstation. The employee shall understand the correct use of fire extinguishers, and the fire alarm system (where installed). New employees shall receive this training when first hired and annually thereafter.

Employee's name	Date	Instructor