



FIRE PROCEDURES

DUTIES OF STAFF

1. To be familiar with the action to be taken in the event of fire.
2. To know the location of the fire assembly point – remembering that service users and/or visitors will need directing to it should a fire start.
3. To know the location of the fire alarm call points and the fire appliances and how to use them.
4. To prevent any possible causes of fire.
5. To ensure that all exits are kept free of obstruction and available for use at all times.
6. To ensure that fire doors are kept closed.

IN THE EVENT OF A FIRE

Should you discover or suspect a fire

- ◆ Raise the alarm immediately by breaking the glass at the nearest fire alarm point and dial 999 or 112, giving our full address and details to the emergency operator.
- ◆ Ensure that no one is in immediate danger.
- ◆ Close all doors near to the fire to prevent the spread of flames and smoke.
- ◆ Fight the fire using the fire appliances provided, but only if it is safe to do so, and without endangering life.

UPON HEARING THE FIRE ALARM

- ◆ Immediately evacuate the building by the nearest fire exit, and proceed directly to the assembly point, which is in the park, diagonally opposite the building.
- ◆ As you leave the building, and if it is safe to do so, check all rooms to ensure no-one is left in the building, closing each door as you do so.
- ◆ The Fire Marshall, or in their absence another member of staff, will collect the 'signing in' book and direct everyone to the assembly point.
- ◆ At the assembly point the Fire Marshall (or appointed person) will carry out a roll call and liaise with the emergency services when they arrive, informing them of any missing persons and their last known whereabouts within the building.
- ◆ DO NOT return to the building until told it is safe to do so by the officer in charge of the emergency services.

ALARM TESTING

The fire call points will be tested on a regular basis, every Monday at approximately 11.00 and a record kept in the Fire Log.

FIRE MARSHALLS: JANETTE HAYDEN, SARA ISAACS, TRISHA NAPIER

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