

FIRE ACTION AND EVACUATION PROCEDURE

1. ON DISCOVERING FIRE

The person discovering the fire is to sound the alarm by breaking the glass of the nearest **FIRE ALARM POINT** and **IMMEDIATELY contact the Fire Service by dialing 999.**

If safe to do so:

- a) Close all windows and doors. (Unless used as fire Exit).
- b) Attack the fire with the equipment provided.

NOTE:

- **DO NOT** attempt to attack the fire unless you feel competent and have been trained to do so. Using the wrong extinguisher can make the situation worse.

If the fire cannot be quickly controlled, leave the premises immediately by the nearest exit.

2. ON HEARING THE FIRE ALARM (ADULT VOLUNTEERS)

- a) IMMEDIATELY – contact the Fire Brigade by dialing 999.
- b) Initiate fire Evacuation.
- c) Carefully control all vehicles coming up Waterloo Street and ensure that it is clear for the access of emergency vehicle(s).
- d) Take all relevant paperwork or records i.e. attendance register to the assembly point and hand to the Most Senior Person on-site (MSPO) at the time of the emergency.

3. ON HEARING THE FIRE ALARM (ALL PERSONS)

- a) All employees and visitors must immediately proceed to the designated assembly point via the nearest fire / normal exit in a calm and orderly manner.
- b) If safe to do so, close all doors and windows as you go.

4. ASSEMBLY POINT FOR ALL PERSONS

FAR SIDE OF WATERLOO STREET – UPWIND OF PAVEY HOUSE.

Upon arrival at the assembly point remain together, this will ensure an accurate and efficient roll call.

NOTE:

- **Do not stop to collect personal belongings**
- **Do not panic or run**
- **Do not return to the building for any reason until authorised to do so**

5. FIRE EVACUATION JOB FUNCTION RESPONSIBILITIES

WHERE SAFE TO COMPLETE, THE MOST SENIOR PERSON ON SITE (MSPO) WILL:

- Take overall responsibility for the efficiency of the evacuation
- Coordinate the event through the Adults
- Liaise with the Emergency Services
- Ensure a record of evacuation is entered into the Fire Log

All adults (including third parties) are to report the findings of their roll calls to the MSPO. This person will then pass the information to the Emergency Services.

6. 'SWEEP' RESPONSIBILITIES

Whilst evacuating, a 'Sweep' of the area(s) indicated should be undertaken where safe, to ensure that all personnel have evacuated:

- **Ground Floor back room / Small kit store room / Large store room** – These areas are to be cleared and checked.
- **1st Floor Toilets / Male & Female** - These areas are to be cleared and checked.
- **1st Floor Offices -Cub Den and Troop Office** – These areas are to be cleared and checked.
- **1st Floor Offices Kitchen and Patrol Dens** – These areas are to be cleared and checked.

7. ROLL CALL

It is the responsibility of the MSPO / Adult Volunteers to complete a roll call when the members / visitors are present at the fire assembly point. They are to report their findings to the emergency services on arrival to site.

The Adult Volunteers must maintain a current list of all persons present and a roll call check sheet or register to complete the roll calls. The most effective way to do this is to ensure **every** visitor signs into site on arrival and leaving and an attendance register for Adult Volunteers and members is updated with those present. Care must be taken to register late arrivals and a note of early leavers.

8. VISITORS

It is the responsibility of the visitors' host to ensure the visitor has evacuated safely and to report their presence to the person completing the visitor roll call. It is also the responsibility of the host to ensure the visitor signs into and out of Pavey House.

9. VISITOR LOG

MSPO to collect the visitors log so that a roll call can be completed.

10. ADULT VOLUNTEERS

Where safe to do so, extinguish all minor fires and report the event immediately to the MSPO.

Once out of the building ensure that no-one re-enters until authorized to do so by the MSPO.

11. ALARM TESTS

The Site Alarm will be tested every XXXXXXXX for approximately 5 seconds.

12. WHO WILL ACT AS MSPO?

Number 1) will take on the responsibility of MSPO. If number 1) is not on site, then number 2) takes this responsibility as so on.

- 1) Group Scot Leader (GSL)
- 2) WARRANTED SECTION LEADER
- 3) MOST SENIOR ASSISTANT SECTION LEADER
- 4) MOST SENIOR SECTIONAL ASSISTANT
- 5) MOST SENIOR ADULT VOLUNTEER

13. WHO IS AN ADULT VOLUNTEER?

Any adult carrying out voluntary work on behalf of the 7th Bristol Scout Group.

- 1) Scout Leader.
- 2) Member of the Group Executive.
- 3) Parent.
- 4) Any person over the age of 18 Authorised by the GSL to be carrying out voluntary work on behalf of the Group. (To include those running the shop).

14. Escape Routes

- 1) **Front entrance.**
- 2) **Fire exit through ground floor back room.**
- 3) **Down fire escape in far-right hand corner of the main 1st floor hall.**