



FACT SHEET 18

Fire Emergency Procedure

All coaches/volunteers should receive instructions of the fire/evacuation procedures on their first day. The manager is responsible for seeing this is carried out and the procedures fully explained. All visitors to the premises should be advised of how to evacuate the premises in the event of an emergency.

Emergency evacuation skills should be held at least every six months and a written log kept of such drills. An evacuation gives the opportunity to make/ coaches/ child aware of alternative escape routes.

IN THE EVENT OF A FIRE THESE PROCEDURES SHOULD BE FOLLOWED:

On discovery of a fire, however small, the nearest fire alarm call point must be operated immediately. Advise responsible official of the location of the fire.

On hearing the alarm all people who have not been given specific responsibilities are to leave the building by the nearest emergency exit. **IF THE BUILDING HAS A LIFT IT MUST NOT BE USED FOR EVACUATION OF THE BUILDING.**

If it is safe to do so turn machinery/computers off and close all doors and windows.

The ASSEMBLY POINT IS _____.

If you use the rear exit you should walk on the other side of the road to avoid falling glass/debris.

On arrival at the assembly point please **REPORT TO** the responsible official in charge. Re-entry to the building will be authorised by the responsible official, fire brigade or police.

DO NOT ENTER THE BUILDING UNTIL IT IS SAFE TO DO SO.

DO NOT ATTEMPT TO EXTINGUISH THE FIRE UNLESS:-

It is contained in a limited area for example waste paper bin.

You can do so safely.

You are trained in the use of fire equipment.