



## Fire Emergency Plan

This Fire Emergency Plan is provided so that all group leaders using the centre are aware of their roles / responsibilities with regards to the fire safety of their group and what to do in the event of a fire.

### Action to be taken by a person discovering a fire:

1. Operate nearest fire alarm.
2. Leave building by nearest exit.
3. Report to Assembly Point.

### How the Fire Brigade (and any other emergency services) are to be called and who is responsible:

The group leader is responsible for making sure the Fire Brigade is called, this should be done by phoning **999** from either a mobile phone or a landline, a payphone is located in the **Entrance Hall of the Main Building**, The Duty Manager should also be contacted either by Phone on **01291 624114** or **07341 949271** or in person at **Sunnydene** (house opposite the car park). In the Manager's absence please contact **Mr John Newell on 07855 510691**

### Fire warning system (description of sounders and location of system panels):

The Fire Warning systems sounders produces an electronic whooping sound. The Control Panel for the **Main Building** fire alarm is situated in the laundry room

The Control Panels for the fire alarm in the Boys/Girls/Leaders chalets/ kitchen and dining room is situated in the **Dining Room Foyer**

Operating instructions can be found on the wall next to each panel

**please familiarise yourself with these on arrival.**

Any alarm activity (fire, fault or false alarm) should be reported to the centre manager as soon as possible.

### Evacuation procedures (description of procedures to be followed):

**During Daylight Hours** if the alarm is raised the control panels should be checked to establish which zone has been activated, two adults should then check the corresponding zone to establish whether it's a fire, fault or false alarm. If fire is detected all buildings should be evacuated as per Hours of Darkness. In the event of a false alarm the systems can be reset by following the instructions next to the panels.

If in any doubt get out and call the fire brigade

**During Hours of Darkness** if the alarm is raised the group leader is responsible for making sure everyone is awake, evacuated, accounted for at the assembly point and the fire brigade called. *It is recommended that each building has a responsible adult delegated for ensuring the safe evacuation of young people, if that Adult is not staying in the building during hours of darkness they should have the key available and on hearing the alarm ensure the door is open and everyone is out.*

## Assembly points:

On the front lawn next to the **Yew Trees**

## Fire fighting equipment provided (locations and details):

Fire extinguishers are located at every floor level on the exit route from all buildings

Fire extinguishers are provided as a means of aiding escape if an exit is blocked due to fire. Under any other circumstance fires should only be tackled by adults who have received training and then only if safe to do so.

Any uses of or damage to any fire fighting equipment should be reported to the centre manager as soon as possible

## Safety Briefing:

Group leaders should highlight fire safety as part of any briefing given to their group. This should include how to raise the alarm, familiarising yourselves with escape routes, what to do in the event of a fire, location of fire assembly point and the importance of keeping escape routes clear and doors unlocked when buildings are in use.

## Procedures for liaison with Fire Brigade on arrival (who, where, what, etc):

It will be the responsibility of the Fire Warden (Mr. Gareth Birt, Mrs Kate Birt or Mr John Newell) to liaise with the Fire Brigade on arrival, for identification purposes they will wear a Yellow Hi-Vis vest, it maybe necessary for another adult to stand on the B4228 Junction to direct any fire engines, if asked to do so an Orange Hi-Vis vest will be provided.

With close communications with the group leader the fire warden will provide the fire brigade with any information required along with keys, plans and details relating to access and utilities.

## Roles and Responsibilities of Group Leaders:

The roles and responsibilities of the group leader include the following:-

Ensuring Fire Safety briefing is given.

Evacuating and accounting for all group members in the event of a fire.

Contacting the Fire Brigade and Fire Warden.

Reporting any false alarms, faults or damage to any fire protection equipment (fire alarm, emergency lighting, fire extinguishers, fire doors etc.) to the centre manager.

To ensure that all escape routes and fire exits are kept clear and unlocked at all times.

To ensure all self closing fire doors remain unobstructed at all times.

To ensure steel Fire shutter between kitchen and dining room is unobstructed at all times.

To ensure that none of your groups programme or activities compromises fire safety in anyway

To sign declaration to confirm you have read and fully understood this emergency plan. *(It is also recommended that copies of this emergency plan are given to all leaders to read before using the centre).*

## Declaration:

I hereby confirm that I have read and fully understood the Fire Emergency Plan and my Roles and Responsibilities as group leader of \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please retain one copy for your reference and return the other to Woodcroft Christian Centre, Woodcroft, Chepstow, Monmouthshire, NP16 7PZ