

## Fire risk procedures

### 1. *Evacuation of the building.*

In the event of a fire being discovered, the person discovering the fire must immediately activate the alarm system at the nearest call point.

Evacuate the hall by the fire door in the hall.

Evacuate the remaining rooms downstairs by the front door or the fire door in the camp store.

Evacuate all upstairs rooms by the stairs and front door.

Close all internal doors to prevent spread of fire.

Assemble on the top playground and immediately account for all persons present at the event.

Be ready to move to a safer location if necessary.

Summon the fire brigade. Detail one adult to meet the fire service and guide them to the scene of the fire if appropriate. Adult persons may tackle the fire with the extinguishers provided if it is safe to do so.

### 2. *Fire safety*

It is recommended to carry out a fire drill at least once every year with your section.

Take care not to obstruct exit routes from the building. Do not lock any external doors while you have youngsters in the building.

Take extra care when using gas, candles, matches or any form of naked flame.

Do not overload electrical circuits or leave leads trailing on the floor.

Make sure you know the location and types of fire extinguishers available and their correct use.

Please report to the GSL or Chairman any deficiencies you discover, e.g. emergency lighting not working, fire extinguishers having been tampered with, fire blankets missing, etc.

For more information, please refer to the *Chubb Basic Guide to Fire Safety*