

## Appendix 3a:- Information for QE2 Activity Centre Staff

### Centre Fire Procedure

On hearing the Centre fire alarm:-

- Escort or direct group to the Fire Assembly Point
- Go to the fire panel in the reception of the main building
- Duty Fire Marshal will direct staff accordingly

As directed by the Duty Fire Marshall and without putting themselves at risk

- 2 to check the possible location of the fire
- 2 to sweep the building as directed by Duty Fire Marshal
- At the fire assembly point check that everyone is accounted for including visitors and staff.

If it is a false alarm reset the fire panel, let the system check the building and return to groups / sessions.

If a fire is discovered.

If you feel it is safe to do so, attempt to extinguish the fire with the equipment provided

If the fire cannot be extinguished with one extinguisher:

- Leave the building, closing doors as you go.
- Call the fire service
- Meet with the groups at the Fire Assembly Point, if appropriate move them inside elsewhere on the site.
  
- Do not return to the building for any reason.
- Do not attempt to put the fire out unless you feel it is safe to do so, fire equipment is provided to aid your exit from the building.
- Do not try to recover belongings from the building

*c:- Information for visitors*

## **Fire Procedure**

*If you discover a fire*

### **Raise the alarm**

- Operate nearest fire alarm
- Alert other responsible adults

### **Get out**

- Evacuate the building
- Assemble at Fire Assembly Point in main car park
- Confirm everyone is out
- *Only attempt to put the fire out if it is not a major hazard*
- *Get help from others if available*
- *Make sure you have a safe exit*
- *Do not put yourself or others at risk*

### **Stay out**

- Never re-enter a burning building

### **Call the fire service out**

There is no charge for 999 calls from mobile phones. The Centre office phone is available Monday to Friday 9:00 to 5:00. The nearest landline available outside office hours is outside the Country Park, at the junction of Pylands Lane and Dodwell Lane.

If QE2 Activity Centre staff are on site they will take responsibility for co-ordinating evacuation and contacting the fire service. The prime responsibility for visiting staff will be to assemble their group at Fire Assembly Point in main car park.

In an emergency if no QE2 Activity Centre staff are on site Group Leaders should contact the Fire Service and, secondly, the Centre Manager 07758 826392 or 023 8049 1138