

# Emergency Procedure Notice

## Discovery of a Fire

Raise the alarm by shouting "**FIRE**" and warn people in the vicinity of the fire. Do not put yourself at risk. Leave the building/ area straight away.

## Alarms

If you hear the smoke alarm, follow the evacuation procedure without delay.

## Alerting the emergency services

This should be done by anyone finding a fire at the soonest opportunity. They need to dial 999 and ask for the fire service. Use a mobile phone.

Please take responsibility for any adults, young people and visitors that may be with you and ensure they know how to follow the evacuation procedure.

Contact a site member as soon as possible, they will assist/ co-ordinate the evacuation and emergency services.

## Assembly Point

Upon evacuating the building/ sites, proceed to the main flagpoles in the middles of the field.

Each group leader/adult in charge is responsible for checking for all members of their own group.

## Traffic Management

Parking is not permitted outside the emergency exits and external doors of all building.

The entrance onto the main field, down the site to the bottom toilet block and around the full edge of the field should be kept clear for the emergency vehicles.

You are asked to park sensibly and considerately as failure to do this could seriously hinder the efforts of the emergency services and endanger the lives of others.

## Evacuation of the whole site

If a major incident occurs, then the leaders in charge with support from the site team will find the most accessible exit point from the site and meet at the business park at far end of the site or in field edge opposite the main entrance.