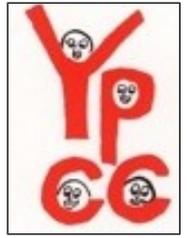


FIRE PROCEDURES



On entering the building, please make yourself aware of the fire doors and fire extinguishers.

1. Appoint a responsible adult to be co-ordinator in the event of a fire.
2. A register/list of everyone in the building must be available.
3. In the event of a fire the co-ordinator shall be responsible for making sure the building is clear and ensuring the fire brigade is called – by delegating if necessary, ensuring everyone knows who is responsible for what.
4. In the event of the fire alarm sounding, the building must be cleared quickly and calmly and everyone should congregate near the fence adjacent to the field furthest from the building, children must be supervised at all times and kept away from the gateway so that the driveway is clear for the emergency services.
5. Check that all persons are accounted for and inform the fire officer immediately if anyone is missing.
6. **NO ONE** is to re-enter the building unless told to do so by the co-ordinator.
7. Small contained fires may be tackled by using the appropriate wall mounted fire extinguishers.
8. The caretaker (or their agent) must be informed of any fire or other emergency that occurs.
9. The fire alarm will automatically sound if smoke is detected by the sensors or, if a fire is detected in the main sports hall, by breaking the glass in the alarms.
10. The building must also be evacuated if gas is detected and if the water or electricity supply is disrupted.
11. The driveway must be kept clear of parked cars.

CONTACTS: - other than 999 for emergency services

Emergency gas	Transco free phone	0800 111999
Chair of Governors		07817 401 253
Booking secretary		07341 945 173
The address of the building is:	Rode Heath YPCC	
	Chapel Lane	
	Rode Heath	
	ST7 3SD	