



## **Fire Action Plan**

### **Group Requirements**

- As a user and key holder of the Youth Trust premises you are also a 'Fire Marshall'. If you wish to appoint another 'Marshall' for your group then you can do this but ultimately you are responsible if there is the need to evacuate.
- Every time you operate from the Youth Trust premises you should be present.
- You must ensure that all members of the user group are aware of the location of all exits, firefighting equipment, fire alarm call points and the location of the fire assembly point (at the front of the building by the tree at the entrance to the car park labelled 'Assembly Point').
- You must ensure all new group members are inducted and are fully aware of the fire procedures.
- You must carry out fire drills as necessary to ensure all group members are able to evacuate the building safely.
- You must formulate procedures for evacuation of vulnerable group members (small children, disabled etc.).
- You must take a register at each meeting so that you are able to check everyone is present at the Assembly Point if there is the need to evacuate.
- You need to be aware when members use the downstairs toilets as the escape from the toilets is back through the kitchen and out of the front door.

### **ACTION ON DISCOVERY OF A FIRE**

If you do not know what to do if you discover a fire then you could be putting your life and the lives of others at risk. The following actions will go a long way to ensure your safety and the safety of others.

#### **DO NOT WAIT UNTIL IT IS TOO LATE!**

1. Raise the alarm by shouting 'FIRE FIRE FIRE' and operate the nearest break-glass call point.
2. Call the Fire Brigade by dialling 999
3. Evacuate the building using your NEAREST available exit. It is your responsibility to check that everyone has left the building using the register of attendees.  
Downstairs there are 2 exits from the Youth Rooms – the front door and the back patio doors with a push bar. If using the patio doors, you will need to direct people down the garden and through the single gate (padlock number 2244) to the church car park. Once through the gate they will need to go through the car park and in front of the church to our Assembly Point.  
Upstairs the fire exit is via the stairs that are used to enter the Meeting Room. There are safety lights that will come on in the event of a fire and electricity failing.
4. When leaving the building all doors must be closed.
5. Report to your Fire Assembly Point.

#### **ACTION ON HEARING THE FIRE ALARM**

1. Leave the building using your NEAREST available exit.
2. Report to the Fire Assembly Point.

#### **ON BOTH OCCASIONS:**

- DO NOT delay your evacuation by collecting personal belongings.