

EXAMPLE FIRE PROCEDURE

EXAMPLE 1 – For use when procedure is displayed in a particular room / location

In the event of the fire alarm being sounded:

1. Evacuate the building - do not stop to collect or retrieve personal belongings.
2. Unless instructed otherwise make your way quickly but calmly to the nearest safe and accessible emergency exit – follow green fire evacuation signs.

[At this point highlight where this is likely to be, e.g. through the door and down the stairs at the end of the corridor leading to this room.]

3. On leaving the building make your way to the Fire Assembly Point which is (STATE LOCATION).
4. Remain at the Fire Assembly Point until instructed to do otherwise.
5. Under no circumstances should you attempt to re-enter the building until given permission by (NAME OF THE APPROPRIATE AUTHORITY) to do so.

EXAMPLE FIRE PROCEDURE

EXAMPLE 2 – For use where an activity involves children and young people

In the event of the fire alarm being sounded the group leader must:

1. Pick up the register.
2. Get the other leaders to organise the children / young people into groups or pairs.
3. Instruct each group of children / young people to exit the building with their leader quickly but calmly via the nearest safe and accessible fire exit – follow green fire evacuation signs.

[At this point highlight where this is likely to be, e.g. through the door and down the stairs at the end of the corridor leading to this room.]

4. Instruct each group to make their way on leaving the building to the Fire Assembly Point which is (STATE LOCATION).
5. Make sure that they are the last to leave the building and check the remaining rooms in the building, e.g. toilets, for others as they do so.
6. Make sure that once at the Fire Assembly Point each leader takes a head count and make sure that all children and young people are present by taking a register.
6. Remain at the Fire Assembly Point with the children / young people until instructed to do otherwise.
7. Under no circumstances attempt or allow anyone from the group to re-enter the building until given permission by (NAME OF THE APPROPRIATE AUTHORITY) to do so.