

# **FIRE PROCEDURES**

**On discovery of a fire, however small, an immediate decision must be made  
CAN YOU EXTINGUISH IT IMMEDIATELY AND SAFELY?**

- 1 Alert all of the participants. Ensure you know where the extinguishers are located
  - 2 Immediately escort all participants out of the fire doors turning left onto the playing fields towards the football pavilion and away from the building.
  - 3 Ensure that a register of all participants is checked against all evacuees.
  - 4 Ask for any cars parked in-front of and around the building to be removed to the opposite end of the tarmac area thus leaving a clear tract for any emergency services
  - 5 It is probable that assistance has arrived at the scene by this time. Another member of staff (or failing that, a member of the public) should be sent to report the location, nature and extent of the fire, plus any known casualties.
  - 6 Stay in the vicinity of the fire (without taking personal risk) to prevent public straying into the area, until instructed to do otherwise.
  - 7 Tackle the fire only if you are confident you can do so safely and effectively with the appliances provided.
- Never Risk Your Own Safety. If You Feel That An Area Has Become Too Dangerous To Enter - Get Help - Do Not Enter.**

