

# FIRE – GROUP LEADERS GUIDE

## **Group Leader Must:**

- Have an accurate list of guests on site
- Make sure they have read and understood the fire safety notices
- Be familiar with the fire control panel operation
- Be aware of the location & type of all fire exits and extinguishers
- Be aware of automatic fire doors operation and risks of trapping fingers etc.
- Familiarise guests with fire procedures, including the no smoking policy which is a legal requirement from 1<sup>st</sup> July 2007
- In the absence of the Dalesdown Fire Marshal and Responsible Person the group leader assumes the role of the fire marshal and is responsible for all matters relating to the fire safety of their group.

## **Evacuation**

- Should the fire alarm sound, the building should be evacuated as quickly as possible through the nearest fire exit
- The Fire Marshall should ensure that all persons have evacuated the building and can delegate the responsibility of checking areas 1,2 & 3 to other members of their leadership team
- No-one should stop to collect valuables
- The group must assemble in the turning circle where a register of guests should be taken
- If safe to do so the Leader should consult the fire panel in the lounge to ascertain in which part of the building, and why, the alarm has been set off.
- The leader should only allow guests to re-enter once they have checked that it is safe to do so

*“..assemble in the turning circle..”*

## **Fire Fighting**

- Only attempt to fight the fire with an extinguisher if:
  - Trained to do so
  - There is absolutely no risk to your person and..
  - There is an easy and visible means of escape

## **999**

- If necessary call the Fire Brigade. You do not need coins when making a **999 call from the pay phone**. Give clear instructions for finding Dalesdown as below:-
- “Turn off the A24 in an easterly direction at the signpost to Ashurst and the Old Barn Garden Centre into Honeybridge Lane. Follow the lane for 1.2 miles. Turn left at the wooden signpost for Dalesdown, over a cattle grid and take the driveway to the top of the hill, following the signposts to Dalesdown.” NB The post code for Dalesdown is **RH13 8NX**

## **The Fire Control Panel**

- If the fire alarm has been set off by smoke e.g. from burnt toast! the alarm may be turned off while the smoke disperses, but **MUST always be turned to 're-set' and then 'normal' immediately afterwards.**

## **Fire drill**

- To carry out a fire drill turn the key on the control panel to '**evacuate**'. The alarms will sound and all doors held back on magnetic catches will swing shut (but not lock). To switch off the alarm turn to '**silent**', then '**re-set**' and then '**normal**'.

## **Guests with disabilities**

- Please consider the needs of any persons with disabilities within your group
- Consider a 'buddy system'
  - Hearing impaired (need someone to alert such a person of the alarms going off)
  - Visual impaired (need someone to lead that person to a place of safety)
  - Mobility impaired (need someone to help that person out of bed / out of the building quickly)

## **Camping**

- In the event of a fire in a tent please ring the bell provided and make sure all tents are evacuated as quickly and in as orderly a manner as possible
- Make your way to the turning circle 'assembly area' where a register of all campers should be taken
- Only return to the camping area when it is deemed safe to do so
- Make sure that you have been supplied with:
  - A water fire extinguisher
  - A notice to be erected by the tents
  - A bell to warn campers in the event of a fire being discovered
- Tents should be pitched no less than 3metres apart
  - Unless 'housing' children of a responsible parent in an adjoining tent when that distance could be 1.5metres