

FIRE ACTION NOTICE

IMPORTANT INFORMATION FOR GROUP LEADERS

Whilst staying at Thorpe Woodlands you will be responsible for the safety of your group members and ensuring that everybody knows what to do in the event of a fire.

If you suspect a fire, raise the alarm and call **999** immediately. Tell the emergency Services that there is a fire at the **Thorpe Woodlands Adventure Centre, IP24 2RX**. Give as much detail as you can.

What to do if the fire alarm sounds – Leave the building immediately by the nearest fire exit and gather by the fire assembly point on the main field. You may also wish to point out where the fire exits are in relation to bedrooms.

If there are members of your group with hearing, sight or mobility difficulties you must identify a 'buddy' for each individual. The 'buddy' will need to raise the alarm and assist in evacuating the building should the fire alarms sound. A 'buddy' must never compromise their own safety in order to help another person.

Once gathered at the assembly point you must ensure that all group members are present by checking against the bedroom plan. If anybody is missing, and it is safe to do so – go and find them.

If there is no sign of fire or smoke from the outside of the building a group leader should go to the fire alarm panel near the front entrance and investigate the zone from which the fire alarm was triggered. After thoroughly checking each zone in the building, if you are satisfied that there is no fire, the alarms can be re-set and the group may re-enter the building. Please record the incident and pass the information on to a member of the Thorpe Woodlands staff team.

If any evidence of a fire is discovered (smell of burning, smoke, flames etc) leave the building and call the fire service immediately.