



Thriftwood Scout Campsite
Fire and Emergency Evacuation plan

for

1. Oak Lodge

For day time events, the Event Leader must brief event staff teams as they arrive and the event participants as part of the event introduction.

For overnight events, the Event Leader must ensure there is a 'Leader in Charge' nominated for each of the bunkhouses at the start of the event. Their role is to ensure that all 'sleeping occupants' are briefed in these arrangements and that they supervise their allocated premises, in the event of an evacuation.

EMERGENCY INSTRUCTIONS

1.	<p>The action OCCUPANTS should take if they discover a fire:</p> <p><i>Raise the alarm and warn all occupants - see point 2</i></p> <p><i>Attack the fire if possible, with fire extinguishers available, without taking personal risks.</i></p>
2.	<p>How will people be warned in the event there is a fire</p> <p><i>The electrical fire alarm system will sound on operation of one of the manually operated alarm call-points.</i></p>
3.	<p>How the evacuation of the buildings will be carried out*</p> <p><i>Everyone in the building(s) should leave the building by the nearest exit and report to the assembly point WHICH IS LOCATED:-</i></p> <p><i>AT THE LAKE TOILET BLOCK NEXT TO THE SIGN</i></p>
4.	<p>Identification of escape routes</p> <p><i>All Exit doors can be used as escape routes.</i></p>
5.	<p>Fire fighting equipment provided:</p> <p><i>Fire extinguishers are located in circulation areas and near fire exit doors.</i></p>
6.	<p>Duties and identity of Leaders with specific responsibilities in the event of fire.</p> <p><i>On hearing the alarm:</i></p> <p><i>All Leaders, Nominated Event Staff will usher occupants out of the building and lead them to the Assembly Point detailed under point 3.</i></p> <p><i>Leaders will ensure:</i></p> <ul style="list-style-type: none"><i>• Their areas are cleared of all people</i><i>• Registers are collected on the way out</i> <p><i>The Fire Brigade is called. –</i></p> <p><i>The Event Leader will call 999 for the Fire Brigade either on a mobile phone - see point 8.</i></p> <ul style="list-style-type: none"><i>• A roll call is made to ensure everyone is out.</i><i>• THE SITE OFFICE IS CALLED AND INFORMED OF THE EMERGENCY ON 01277 212784</i>

7.	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, members of the public and visitors and evacuations at night:</p> <ul style="list-style-type: none"> • Personnel sleeping in the bunkhouses: The event leader will nominate an adult(s) in the dormitory to rouse all sleepers in the dormitory, direct them to the exits and check that each bedroom is empty before reporting to the incident controller at the assembly point. • Visitors: The Leader/Host must take responsibility for any visitor they may have, that they provide this safety information to them and that they ensure they leave the building by the nearest exit in an emergency. • Contractors: <i>must be given information about fire procedures and leave the building at the nearest exit.</i> • People with disabilities: Specific arrangements (a PEEP – Personal Emergency Evacuation Plan) may need to be made for those with disabilities. These arrangements MUST be made by the Event Leader and, if required, with the assistance of the Site Manager or the County Safety Adviser.
8.	<p>How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this?.</p> <ul style="list-style-type: none"> • <i>On hearing the alarm the EVENT LEADER /(Duty Incident Controller*) will Dial 999 and ask for the Fire Brigade and/or other emergency service as appropriate.</i> • STATE THERE IS A FIRE AT: <div style="margin-left: 40px;"> Oak Lodge Thriftwood Scout Camp Site Orchard Avenue Brentwood Essex CM13 2DP </div> • <i>OTHER LEADERS will call the Fire Brigade in the absence of the Event Leader (this may be best achieved using a mobile phone)</i>
9.	<p>Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</p> <ul style="list-style-type: none"> • <i>The EVENT LEADER will nominate an adult/ leader to go to the Main campsite entrance to lead the Brigade to the actual location of the fire on site. NAME</i> : _____
10.	<p>The following arrangements and training is given to Thriftwood Staff at the centre:</p> <ul style="list-style-type: none"> • <i>All Thriftwood staff: Fire Drills twice a year</i> • <i>All staff: Fire briefing once a year (may be in conjunction with fire drill.)</i> • <i>Record of training to be kept within Fire Manual.</i> <ul style="list-style-type: none"> • <i>Training to be reviewed on a yearly basis and planned into budget.</i>

SITE FIRE PREVENTION ARRANGEMENTS for hirers

1	There is no smoking permitted inside any building. Smokers smoking outside must ensure their cigarettes are correctly extinguished and butts etc. disposed of.
2	The gas cooker in the kitchen must only be operated by competent adults, and checks made that they are switched off after each period of use. Only nominated catering staff should be permitted in the kitchen.
3	Before retiring for the night, the Event Leader must tour the building(s) to check that fire exits are not blocked, and that non-essential ignition sources are switched off.
4	*Competent response to a fire / emergency. –Duty Incident Controller Where alcohol is permitted at an event/hire, one adult must be nominated to be the Incident Controller and be totally sober for the period on duty. Alternatively a rota can be set up for longer events.
5	GAS ISOATION: In the kitchen, there is a Emergency Shut Off Button Switch: it is situated to the left hand side of the kitchen exit door. This will shut off the gas and electric supply to the kitchen when pressed.
6	The roller shutter should be manually closed when the kitchen is not occupied.
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