



## **New Leaf Triangle FIRE PROCEDURES Site 1 2023/24**

- A fire warden is to be allocated on every session. This person will allocate staff to evacuate and supervise students to the fire assembly area. They will hand out any personal emergency evacuation plans for students where the evacuation risk is perceived to be exceptionally high. They will be responsible for the roll call. (They need to collect the diary from the log cabin to carry out the roll call.) The fire warden will remain with students and visitors until the all clear is given or they can leave the premises.
- There will be a fire bag for the fire warden. This will be stored outside the shed in a water proof container. This will contain any individual student personal emergency evacuation plans, a laminated plan of the site for emergency services, site address and directions card, basic first aid equipment, torch and hi visibility vest. The vest must be put on immediately the fire alarm is raised so everyone, including emergency services, knows who the fire warden is. They will be the main point of contact for the emergency services.
- The fire assembly point is the car park area and large goat pen adjoining it and all students and visitors will be made aware of this when they arrive, along with basic fire procedures. The fire assembly point will be clearly signposted.

### **In the event of a fire**

- The alarm must be raised by shouting 'Fire!' and ringing the hand bell outside the shed and sounding the airhorn in the fire box.
- All staff, students and visitors are to evacuate the site and assemble at the fire assembly point -the car park and large goat pen area and the fire warden will be responsible for them (the large goat pen next to the car park may be the best option for students and small children to wait in if they are likely to abscond as this is more secure than the car park)
- The fire warden will allocate a member of staff to call the emergency services and will give the member of staff a card showing the address, what 3 words location and directions for the emergency services
- The fire warden will then direct the remaining staff to return to evacuate the animals as soon as all people have been evacuated, if it is safe to do so.
- Any horses in the barn, yard or stables should be the first animals to be evacuated as these will cause the largest risk through panic. They must be released into one of the paddocks, ideally not the play area. However, if this is not possible due to the behaviour of the horses, they should be released into the play area and the gates



