

SILVERWOOD SCOUT CAMP

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Fire Evacuation

Fire alarms & Risk assessment information

The Lodge at Silverwood contains mains operated smoke alarms which are tested weekly by the Silverwood crew. Smoke alarms and fire extinguishers are tested regularly by specialist contractors. Records of tests are kept in the office and are available for inspection. Emergency lighting, with battery backup, is also fitted and inspected periodically by a specialist contractor.

Fire Marshall role

The hirer must nominate a Fire Marshal, whose principal role is:

1. Complete an evacuation list before arrival at Silverwood. Sample is attached.
2. Locate the 3 fire exits. To ensure, at all times, that the 3 fire exits are kept clear, both inside and outside the building.
3. Locate the outside assembly point and review the route from the Lodge to the Assembly point.
4. Nominate people to assist in the evacuation of disabled persons and ensure that they and the disabled person know and understand their roles.
5. On arrival, assemble the full party; describe the location of the 3 fire exits and the procedure to be followed in the event of the fire alarm sounding.
6. To undertake a trial evacuation involving all persons in hirers' party.
7. During an evacuation the Fire Marshall must ensure all rooms have been checked as clear.
8. At the assembly point undertake a role call using the evacuation list and account for everyone.
9. Only after the above is complete, investigate the reason for the fire alarm sounding and take the appropriate action – which may involve calling the Fire Brigade using 999.
10. In the event of a false alarm, after silencing the alarm, authorise the party to return into the Lodge.
11. Report all fire alarm sounding to a member of the crew

In the event of a fire no one should attempt to deal with it until all persons have been evacuated and then only if it is clearly safe to do so. Dealing with fires is a matter for the fire brigade who have the appropriate training.

Fire Marshall checklist

Name of Fire Marshall _____

On arrival

- I have read the Fire Marshall role and understand it.
- Evacuation checklists completed
- 3 fire exits located
- Fire alarm reset point located
- Fire extinguishers and fire blankets on both floors located
- Upper floor access ramp reviewed
- Assembly point located
- Route to assembly point reviewed
- Leaving site during stay? Deputy appointed and briefed

- Evacuation checklist checked against persons actually present
- Disabled persons needing assistance identified
- Helpers for disabled persons appointed and briefed

- Fire briefing with all persons present
- Sound alarm
- Evacuate building
- Check all rooms
- Roll call at assembly point
- Silence alarm and return to Lodge

Daily fire exit checks

	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lights out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>