



Beaver Lodge Fire plan

1. **Introduction**

This procedure outlines the fire precautions, evacuation and emergency controls relating to the 1st Royal Forest Scouts, Beaver Lodge, Parkend.

2. **Scope**

This procedure is applicable to all users of the Beaver Lodge, (Scouts, Cubs, Beavers, lessees & visitors including contractors).

3. **Roles and Responsibilities**

3.1. Exec Committee

The Exec committee are responsible for ensuring;

- Leaders and lessees have been made aware of the contents of this plan, and understand its contents; specifically, they should know the evacuation procedure, their escape routes and their Assembly Points, and their responsibilities for the safe evacuation of others under their supervision (Cubs. Playgroup etc)
- Ensuring that all necessary measures are in place for Fire detection, prevention and evacuation arrangements.
- Liaising with the various users of the hall to ensure the dissemination of this procedure.
- Fire Risk Assessment is undertaken.
- Responsibility for the overall management and maintenance of the Fire Alarm, detection and firefighting equipment.

3.2. Leaders & lessees

Must ensure that are aware of the contents of this plan, and understand its contents; specifically, they should know the evacuation procedure, their escape routes and the Assembly Points. This includes;

- Arrangements for the safe evacuation of others under their supervision (Cubs. Playgroup etc)
- Encouraging the evacuation of the building by the nearest exits;
- Conducting a sweep of their designated area during an evacuation including toilets;
- Satisfying themselves that no one is left in the area ensuring they do not put themselves at risk;
- Persons with reduced mobility – local arrangements are put in place to accompany persons with reduced mobility to assembly point
- Check all visitors are accounted for.
- Reporting False Alarms.
- Conducting Fire Evacuation at least annually.

3.3. Host Duties

Hosts are responsible for their visitors and are to ensure that visitors are aware of the action they should take in event of an emergency and escort them to the assembly points during any evacuation.

3.4. All users of the Hall

All users of the hall are responsible for:

- Compliance with this procedure,
- Ensuring they familiarise themselves with the emergency phone number, emergency exits and assembly point.

4. **Fire prevention and precautions**

4.1. Fire Prevention

All users of the hall can prevent fires by ensuring by:

- Flammable materials are kept to a minimum.
- Flammable and incendiary materials are kept apart.
- Power sources are not overloaded and switched off overnight when not in use.
- Potential fire hazards are identified and reported immediately.
- Gangways are clear of obstructions.
- Fire extinguishers are not removed from their stowage positions.
- Fire doors are neither obstructed nor wedged open.
- No open fires (firebowls, etc) within 10m of the main lodge.

5. **Description of Fire Systems**

5.1. Fire prevention, detection and alarm

- Smoke detectors are in place throughout the building with audible alarms.
- Portable fire extinguishers are sited at positions designated adjacent to the escape routes; the type of extinguishers in a particular location being chosen to suit the risk of that area.
- The fire alarms will be tested monthly and recorded in the log book.
- Fire Extinguishers are maintained by www.dbcsolutionsltd.co.uk
- Emergency lighting will be tested 6 monthly.

6. **Procedure**

6.1. Discovering a Fire

If you discover a fire, you must:

- Raise the alarm by shouting FIRE.
- If safe to do so call the site emergency number give details of location and nature of fire; Landline is in the kitchen if safe to use.

Lodge Address	
Beaver Lodge, Whitcroft Rd, Parkend, Lydney GL15 4HG	What3Words for the lodge front gate - ///hips.shadows.undercuts Telephone at the lodge – 01594 562 155 (There is very limited cell network at the lodge)

- Not attempt to extinguish the fire unless trained to do so using the appropriate appliances - do not take personal risks if it is not safe to extinguish the fire then do not attempt to do so;
- Exit by the safest route to the assembly point.

6.2. Smoke/Fire Alarm Activation

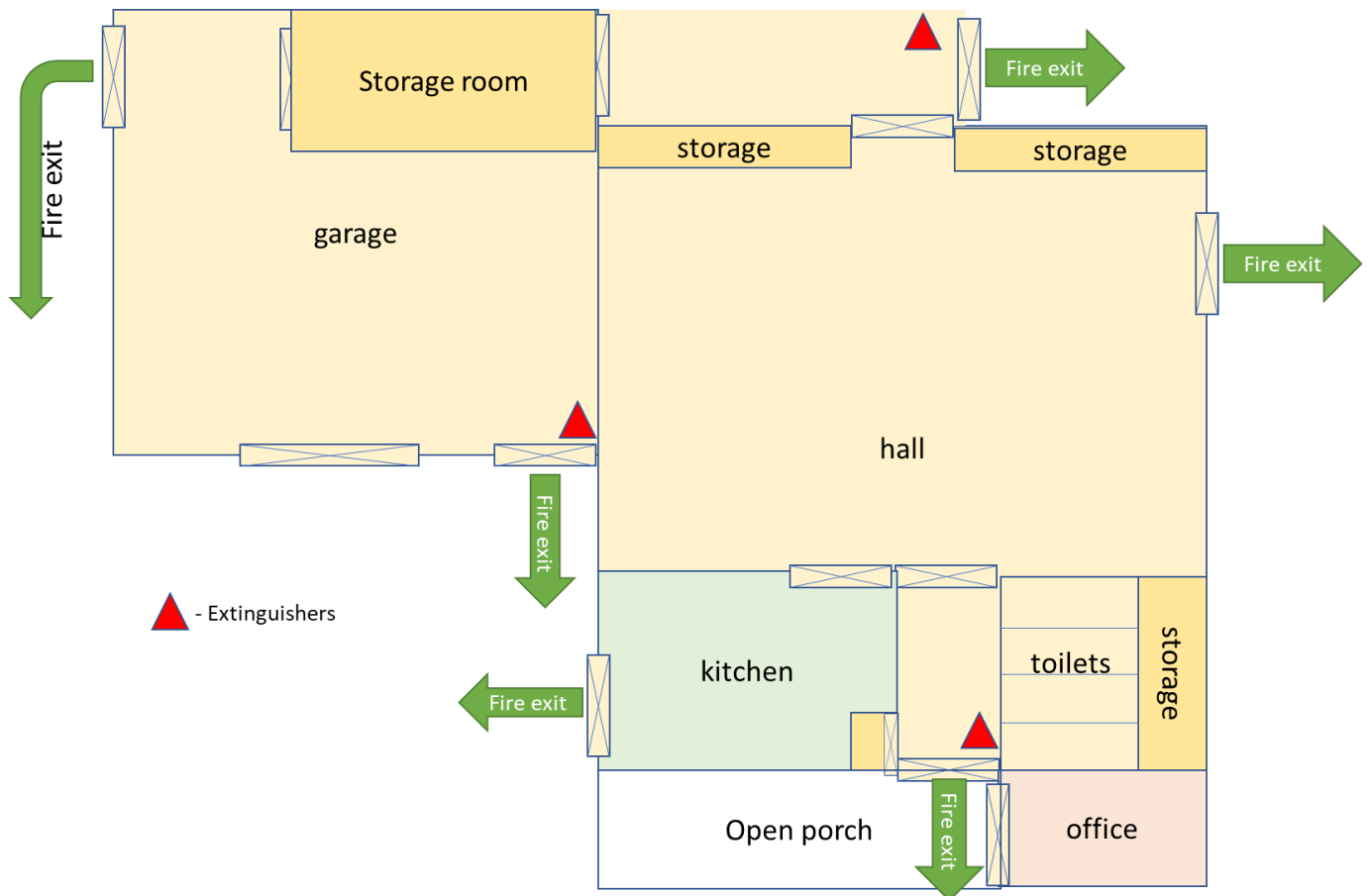
If you hear the emergency fire alarm sound, you must:

- Exit by the nearest safest route;
- Report to the assembly point.

Do Not:

- Delay your evacuation to collect personal items;
- Re-enter the location until it is safe to do so.

7. Fire Safety precautions plan



8. Evacuation Assembly Point

The assembly point is by the small gate leading to Dean Forest Cycles, signage is affixed to the tree at that point.

