



Chester Riverside Canoe Club

FIRE/EMERGENCY ARRANGEMENTS

All individuals or groups must familiarise themselves with the Fire Evacuation Plan on display in every area and know the route and nearest exit to them in case of an emergency evacuation.

IF YOU DISCOVER A FIRE:

- Sound the closest alarm located at either the reception entrance or the boys changing room fire exit and shout fire, fire, fire....
- If an extinguisher is at hand and you feel competent to use it, attempt to extinguish a small fire (wastepaper basket size).

THE ALARM is a manual wall mounted bell.

ON HEARING THE ALARM BELL:

- EVACUATE THE BUILDING.
- EVERYONE must follow the Emergency Evacuation Procedure.

EMERGENCY EVACUATION PROCEDURE:

- There is no fixed telephone on site, please use a mobile phone or go to the nearest residential property and ask if they will call the Fire Services.
- At the earliest opportunity the school is to be notified of the incident by calling 01244 981500.
- Leave the Riverside Centre building QUIETLY and QUICKLY (no running) and in a single file and make your way to the assembly point.
- The last person on leaving the Centre should close the door (not the roller shutters) but leave unlocked.
- **The coaches are responsible for the safety and welfare of their groups**
- Those who are not part of a group/class must leave the Centre QUIETLY and QUICKLY (no running) and make their way to the assembly point.

AT ASSEMBLY POINT

- **The Lead Coach must check those present against the register.**
- At the earliest opportunity the Lead coach must inform the Fire Service of any missing persons.
- No one should leave until instructed to do so by either the Lead Coach or Fire Service.
- No one is to re-enter the building until it is safe to do so by instruction from the Lead Coach or Fire Service.