

## **Height Gate Camping barn: Fire Emergency EVACUATION PLAN**

### **Notes to group leaders:**

- Please make sure all fire exits and external doors are unlocked during times the building is occupied and are free from obstruction internally and externally.***
- Make sure you have familiarised all group participants with the evacuation procedure at the start of your visit***
- Discuss a personal emergency evacuation plan with any individuals with a disability***
- Read the section on Fire in the 'Guide to keeping things working' at Height Gate***

### **On discovering a fire:**

- Sound the fire alarm using one of the 'break glass' fire activation points.
- Call the fire brigade by dialling 999 from your mobile. Give the address for Height Gate camping Barn, Dyke Lane, Todmorden, OL14 6EL
- Leave the building in as orderly a fashion as possible by the nearest exit, if possible taking warm and waterproof clothing
- The assembly point for congregating is on the far side of the camping field, by the fence furthest from the building
- Check by roll call that all members of your party are present and that no one is still in the building
- DO NOT attempt to take personal belongings other than your coat

### **On hearing the fire alarm:**

- Leave the building by the nearest exit
- Congregate in the camping field by the fence on the side furthest from the building
- Do not re-enter the building unless a group leader or fire officer informs you it is safe to do so.

### ***Further note to group leaders***

***If the fire alarm has sounded automatically and ONLY IF IT IS SAFE TO DO SO, you may once the building has been evacuated decide to see which smoke detector has activated the alarm by checking on the alarm panel where the fire has been detected and then going to that area of the building to identify which of the ceiling-mounted detectors has its red l.e.d illuminated. The alarm system is sensitive to cigarette smoke, cooking smoke and certain aerosols which you may identify as the cause of the alarm activation. If in doubt, stick to this procedure and ring the fire brigade.***