

**Fire Safety Procedure**

**Scout Hall**

**In the case of a fire, carry out the following procedure:**

Upon discovering a fire, the fire alarm system shall be sounded and the children shall be escorted from the building by the nearest fire exit in accordance with the displayed exit plans.

Do not stop to collect personal belongings i.e. bags, jackets, etc.

Staff shall check toilet areas and side rooms ensuring all children, staff and visitors have exited the building safely.

Assemble in the designated assembly area provided it is safe to do so.

The emergency services should be called by dialling 999 and asking for the Fire Service and any other emergency service required.

The address is: Netherlee Scout Hall,

Ormonde Drive,

Netherlee,

G44 3RD

The lead carer shall have brought with them the register, information files and mobile phone.

The register shall be taken ensuring that all children and staff are accounted for.

If this is a fire drill, then the lead carer shall advise on the safe return to the building.

In the event of a real fire, permission to return to the building (if safe) will be given by the Senior Fire Officer.

Signed: Natalie Scanlan **Date: 16/10/2018 Review Date: 16/10/2019**