

FIRE SAFETY POLICY DUNLUCE GUIDE HOUSE

The Management Committee of Dunluce Guide House aim to provide safe accommodation for adults and young persons with regard to fire safety. A fire risk assessment has been carried out and reviewed in September 2017 and safe procedures have been put in place to manage the risk of fire starting, spreading, and to provide safe means of evacuation in the event of a fire. It will be reviewed annually.

The Management Committee has a strict 'no smoking' policy both inside the house and **within the grounds** of the house.

Each new group leader visiting for the first time will receive fire safety instructions from the Key Holder on arrival. Regular/New visitors will sign declaration to ensure they have read and understood the pre visit information and have read the DGH Portfolio of information on arrival.

For new visitors

- The fire alarm system will be demonstrated and call point testing will be recorded in the alarm log
- The alarm is one continuous ringing
- All escape routes are clearly signposted and must be kept free of obstructions at all times
- Fire safety equipment including extinguishers, fire blanket and 'break glass' alarm call points will be highlighted

For New/ Regular visitors

- Each group are directed to carry out a fire evacuation practice, and it is the **responsibility of each group leader** to do so
- No smoking policy highlighted
- It is recommended that leaders discourage the bringing of personal electrical appliances to the premises. However it is the **leader's responsibility** to ensure that any such equipment is safe and unplugged at night and when leaving the house for outside activities
- Mobile phone chargers should not be left plugged in overnight
- Maps showing exits and fire points and equipment are posted throughout the property

Procedures in the event of a fire

Action on discovering a fire or hearing the fire alarm:

- Raise the alarm immediately
- Get out of the house by the nearest safe exit
- Close interior doors behind as you exit the house
- Assemble at the fire assembly point located at the corner of the grounds opposite the church grave yard
- Call 999 and ask for the fire brigade
- Head count should be taken by the appropriate person