



Girlguiding Dundee  
COUNTY OUTDOOR CENTRE, NEWBIGGING  
Campsite Fire Safety Information

**On arrival at the Campsite all leaders and their deputies must do the following:**

- Familiarise themselves with the layout and escape routes within the site.
- Familiarise themselves with the fire plan (on Wet Weather Shelter notice board).
- Carry out a fire drill. Record details and any problems in the Fire Log Book kept on *wet weather shelter notice board*

**FIRE PLAN:**

A fire plan is located in the Wet Weather Shelter and each wigwam

All leaders and deputies should familiarise themselves with the layout of the premises and the fire precautions in the premises.

**FIRE ALARM:**

There is a rotary fire bell at the fire point near the campsite flagpole.

**All leaders and their deputies should familiarise themselves with the operation of the fire bell, and should test it on arrival.**

**FIRE EXTINGUISHERS:**

There are fire extinguishers positioned at the central fire point on the Campsite and in the Wet Weather Shelter (as detailed on the fire plan).

All leaders and their deputies should familiarise themselves with the location, type and operation of the fire extinguishers available throughout the site.

It is very important that all leaders and their deputies know how to use the extinguishers and on what type of fires they can be used.

Each fire extinguisher has 'fire point' signage explaining how to use the extinguishers and on what type of fire they can be used.

**FIRE SAFETY NOTES:**

- Leaders must complete a risk assessment before lighting any fires
- Ensure fire buckets are in place before lighting any fires
- Do not use flammable liquids like petrol to start fires. Please use kindling.
- Used wood is to be left in the campfires after use
- Embers must be cold or soaked in water before put in the ash bin
- Children should not sit beyond the first row of seats at the campfire
- Spray from aerosol cans can set off fire alarms. So no aerosol cans, e.g. hairspray, deodorant, room fresheners, craft paint should be used in any part of the buildings.



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## **FIRE PROCEDURES for Campsite and Wigwams:**

### **On Discovery of Fire:**

- shout FIRE
- close the door on the fire if possible
- break glass on fire alarm
- leave by the nearest exit and check areas near you are clear of people
- **ONLY tackle the fire if it is safe to do so.**
- go to the assembly point (*in backwoods area to left of campsite access*) and find the person in charge
- help co-ordinate the roll call and report findings to the person in charge
- DO NOT RETURN TO THE FIRE ZONE

### **On Hearing the Fire Alarm:**

- Leave by the nearest available exit. Check your area for adults and children as you leave.
- Go to the assembly point and liaise with the person in charge.
- Co-ordinate the roll call and report findings to the person in charge.

### **DO NOT RE-ENTER THE BUILDING**

### **Responsible person in charge:**

- Check the Fire Brigade has been called (Dial 999 - nearest telephone is in main entrance of Holiday House and leaders room). Give postcode PH13 9PU.
- Supervise evacuation of buildings / tents and roll call.
- Liaise with Fire Brigade.
- Stay in one place to co-ordinate the operation. Delegate.

### **How to use the fire extinguishers for minor incidents:**

- There are fire extinguishers in the wet weather shelter and on the field
- It is your responsibility to supervise evacuation from the buildings.
- You are not expected to tackle fires.
- It is very important that all leaders and their deputies know how to use the extinguishers and on what type of fires they can be used. There are signs explaining how to use the extinguishers and on what type of fire they can be used.

### **ATTENTION**

We have been advised by the Fire Brigade that spray from aerosol cans is responsible for setting off the fire alarm. After many call-outs from the Fire Alarm Company, the Newbigging Management Committee have to advise you that no aerosol cans, e.g. hairspray, deodorant, room fresheners, paint etc should be used in any part of the House or tents. Aerosols can also destroy the fireproofing of tents.

Please make sure that the girls who come to Newbigging Outdoor Centre do not bring any form of aerosol can. We regret this ruling, but the fire alarm going off unnecessarily is both annoying and frightening, and is also expensive to cancel.