



Girlguiding Dundee
COUNTY OUTDOOR CENTRE, NEWBIGGING
House Fire Safety Information

On arrival in the House 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 and the two fire alarm panels (indoors)
- Carry out a fire drill. Record details and any problems in the Fire Log Book kept: *on the desk in the downstairs leaders' room*

FIRE PLAN:

A fire plan is located at the main fire alarm panel (*opposite main door*).

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

FIRE ALARM:

There is an automatic fire alarm installed throughout the main building with heat or smoke detectors in each room, hallway etc, including the attic. There are also break glass points located at all final exit doors and upstairs.

There are two fire alarm panels:

- i) Main fire alarm panel located within the main entrance vestibule,
- ii) Slave fire alarm panel located at the base of the stair.

All leaders and their deputies should familiarise themselves with the operation of the fire alarm panels (See notes on how to reset the fire alarm - located adjacent to the main fire alarm panel). The fire alarm will be tested prior to your occupation of the Centre.

FIRE DOORS:

There are self closing fire doors to nearly all rooms throughout the premises. These doors must be kept closed at all times to ensure that the escape routes (*corridors and stair*) are kept smoke free. The operation and condition of the fire doors will be checked prior to your occupation of the Centre.

ESCAPE ROUTES:

The three final exit doors (i.e. the main entrance door, the garden door at the base of the staircase and the fire exit from the main hall) must be kept clear of internal and external (e.g. snow) obstructions at all times. The escape routes indoors (*corridors and stairs*) and outdoors must be kept free of obstruction and combustibles. The doors should be checked for ease of opening.

FIRE SAFETY NOTES:

- Leaders must complete a risk assessment before lighting any fires
- Children should not sit beyond the first row of seats at the campfire circle
- Ensure fire buckets are in place before lighting any fires
- Do not use flammable liquids like petrol to start fires. Please use kindling.
- Embers must be cold or soaked in water before put in the ash bin
- Used wood is to be left in the campfires after use
- 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 house.



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FIRE PROCEDURES for Holiday House:

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 garden to left of swings*) 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 fire alarm panel for area of fire - if safe to do so
- 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 building 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 positioned throughout the premises (as shown on fire plan).
- It is your responsibility to supervise evacuation from the house.
- 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.