



Fire Evacuation Procedures - VCA

1. Discovery of Fire

- Do not panic
- Raise the alarm
- Contact emergency services
- If it's a small-scale fire, it can be extinguished using a fire extinguisher. These are available near all exits. This can be done by a designated staff member or by any centre hirer UNLESS this jeopardises their own safety.
- In any case, safety comes first, and evacuation should be practiced and carried out.

2. Raising a Fire Alarm

- All staff should know the location of the fire alarm call points and how to use them so that they can act right away. Ensure you know where to find them.
- Immediately move towards the exits. Staff members will act as fire wardens when the building is occupied during office hours. Their job will be to point other people in the building towards an exit and help those who require assistance, WITHOUT jeopardising your own safety. VCA does not expect any staff member or volunteer to stay in a building if they cannot escape safely themselves. If safe to do so, we ask staff members to double check that communal areas are evacuated, and nobody has been left behind. Staff are responsible for ensuring staff and volunteers are present at the assembly point. Hirers are responsible for ensuring their attendees are present.

3. Escape Routes

- All staff, volunteers and users must check that the fire escapes are clear when first entering the building.
- Emergency drills will be carried out for staff, volunteers, and regular hirers in charge of their groups, to know exactly how to keep control and where to head and assemble if a fire breaks out to become familiar with escape routes.



4. Calling the Rescue Service

- As soon as a fire erupts and the alarm has been raised, any staff member, volunteer or hirer/centre user should immediately call the rescue service, so that timely action can be taken to keep the fire from spreading and causing more damage.

5. Disabled People

- Our fire instructions for hirers state that it is the responsibility of all hirers to evacuate all attendees of their session, taking a register and guiding them to an assembly point. This means that they are responsible for their own risk assessments of their activities also, particularly if their attendees have additional need which may prevent them from escaping quickly and easily.

6. Evacuation Maps

- Fire evacuation maps will be displayed in all user areas for safe exit.

Fire Evacuation Drills

- A minimum of one drill will be carried out annually and in case of new employees joining the organisation.
- Hirers and staff are responsible for their own registers on evacuating the premises. If safe to do so, a phone and first aid kit should also be taken with you out of the building.