



## Fire Evacuation Procedures – VCA – Memory Club

This set of procedures is for Memory Club only and is a variation to the centre's fire procedures.

### 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 and volunteers 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 volunteers and members in the building towards an exit and help those who require assistance, WITHOUT jeopardising their 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 points. There are two assembly points for the Memory Club – top of site on the grass near Cake the Biscuit; on the paddock by the Osborne Room. Hirers are responsible for ensuring their attendees are present.
- Our members will take longer to evacuate so we have a ratio of a minimum of 1:3 (staff/volunteers to members) All available exits will be used and closest



exits will be prioritised for those who are less mobile to ease congestion and speed egress.

- Those exiting at the rear of the building will assemble on the paddock.
- All members using the toilet are accompanied. They will leave through the nearest exit and assemble at the nearest designated assembly point.
- The staff member with the register will move between the top assembly point and the paddock assembly point.

### **3. Escape Routes**

- All staff and volunteers must check that the fire escapes are clear when first entering the building.
- Emergency drills will be carried out for staff and volunteers 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.

### **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.
- 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.