



Fire & Evacuation Policy

All facilities used by PMACTIVE will have their own fire evacuation policies and risk assessments. These will be conducted by the premises owners and supersede our own policies. PMACTIVE will ensure;

- 1.) All staff know where the fire extinguishers are and how to use them.
- 2.) All staff and young people know where the fire exits are. All fire exits should be clearly labelled with appropriate signage.
- 1.All staff and young people know where the assembly point is and who to report to.
- 2.A session register is taken anyone who subsequently leaves or enters the premises will be recorded.
- 3.All fire exits will always be kept clear.
- 4.All combustible litter is cleared away and disposed of outside the building.
- 5.Fire equipment is not used for any purpose or which it is not intended, i.e.-holding open doors.
- 6.No Smoking in the building.

In the event of a fire

- Evacuate the building immediately by the nearest exit
- Ensure any visitors leave the building
- Do not put yourself at risk
- Assemble at Point outside main gate as signed
- Do not re-enter the building for any reason until the Fire Officer or fire brigade confirm that it is safe to do so.

The preservation of life should override all other considerations: such as saving property and extinguishing the fire. If a fire is discovered the alarm should be raised immediately however small the fire. All staff are empowered to raise a fire alarm if they believe there is a fire.

Each member of staff will have responsibility for the above actions, with the responsible leader for the session, having direct responsibility to call the fire brigade and gathering the register.