

Fire Procedure

If you discover a fire;

- Sound the alarm by pressing the button on the call point and phone the Fire Brigade on 999. These are the red boxes located on the wall by both exits.
- You are Turner Community Project, in Turner Park, Sussex Street, Brighton.
- Report the whereabouts of the fire and tell them there are children on the premises.
- If the fire is small and you feel confident it can be contained with an extinguisher, use it. If not leave immediately. **DO NOT TAKE PERSONAL RISKS.**
- You will find the fire extinguishers located in the kitchen area and main room.
- Upon hearing the alarm evacuate the building by the nearest exit.
- Staff must ensure that all children/ young people are out of the building.
- Staff must check each individual toilet, the accessible toilet and the quiet room too.
- If you have been supervising children/ young people outside and these children/ young people are safely in the designated safe area with other staff, see if any other children/ young people need to be escorted away from the building.
- Always keep clear communication with other members of staff.
- **It is the responsibility of the member of staff inside to take the register with them. It is very important to remember to do this.**
- **DO NOT COLLECT PERSONAL BELONGINGS.**
- Staff must stay calm when evacuating the building. They must not run or panic as it may scare the children/ young people.
- The last person to leave the building must close the door behind them in order to contain the fire.
- Ensure that children/ young people, visitors and staff are escorted safely to the football pitch (designated safe area).
- A member of staff will be chosen to open the main gates to the park to let the Fire Brigade in (code to gate is 4326).
- Once assembled, the Manager or Deputy will do a headcount to ensure all children/ young people and staff are present.
- The Senior Youth Worker will give the go ahead to return when all is clear.
- No one is to move from the safe area until the all clear is given.
- All staff are responsible for supervising the children/ young people whilst waiting in the safe area.

Ofsted Number: EY471335.

Registered Charity Number: 1152321.

Registered Office: 6 Tilbury Place, Brighton, East Sussex, BN2 0GY

Principal Address: Turner Park, Sussex Street, Brighton, East Sussex, BN2 9QN



REMEMBER

- Make sure you are familiar with the location of fire exits and extinguishers.
- Make sure fire exits are kept clear at all times.
- Remind all visitors, young people and staff to sign in and out.
- **In the case of an emergency the prime responsibility for getting YOU and the YOUNG PEOPLE out of the building, is YOURS.**

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