

## FIRE ACTION PLAN AT ACHACHAIRDEIS, GARTOCHARN

### Achachairdeis Fire Action plan: All to read and sign log book in Napier House

Note this is a legal requirement which all leaders must comply with and indicate they have completed actions.

**Napier House** - Leaders to test the fire equipment located at front doors and test emergency fire doors in playroom and dormitory. Sign Fire log book including signed copy of this form.

**Fasgadh or Caladh/and Camp hut** - Leaders to test the fire equipment and test fire doors. Sign Fire log book at Napier House including signed copy of this form.

- ❖ Camp hut back door and side door must be left unlocked when Camp hut is being used and when site is being used
- ❖ Leaders to ensure that all are aware of what to do in the event of a fire
- ❖ All leaders must acquaint themselves with fire equipment, evacuation points, assembly points and the new Fire Alarm sounders showing all how to operate in the event of fire
- ❖ Leaders must carry out fire evacuation tests ensuring all are aware on what to do in the event of a fire
- ❖ Ensure emergency exits are not blocked by any equipment including chairs, shoes/boots etc

## NAPIER HOUSE - FIRE ALARM



## Testing Fire Alarm on arrival and as part of Fire Evacuation procedures

1. Press **YELLOW** once, then **RED** once to test alarm which is loud!
2. Then press **RED** again to turn off
3. Press **GREEN** to **RESET ALARM**

### RECAP

- Yellow, Red, then Red again and Green to re-set



There are a number of small red Fire Alarm activations at emergency exits, same as the one in this picture. All must be advised this activation alarm must be used to alert all to evacuate the building in the event of a fire.



## **Actions to Take When Discovering a Fire at Achachairdeis buildings or campsite**

- **Napier House, Fasgadh, Caladh and Camp hut** - Press Red Fire Alarm sounder and immediately leave the building and report to Assembly points
- For **Campsite** shout a verbal warning to others in the vicinity and report to Assembly points
- **Call the Fire service - 999**
- Inform all members of staff, volunteers and assemble with others well clear of the building at the Assembly Point
- **Assembly point** is at the **Flagpole** for Napier House, Fasgadh and the Camp hut
- **Assembly Point** for the Campsite and Caladh is in the **car park** steering clear of the main gates
- Do not obstruct emergency services vehicles
- Do not re-enter any buildings or tents until advised to do so
- Remain at the Assembly point until you receive further instructions from the Emergency Services

### **Napier House**

When using Napier House please ensure the following actions are carried out:

#### **Fire Exits**

- Ensure that both fire exits are able to open and any closure mechanism is removed
- Ensure all are aware of location of Fire Alarm sounder

#### **Heating**

- If using the standalone heaters please ensure they are not close to any other furniture

#### **Kitchen**

- If you want hot water for washing dishes or washing hands, please turn on using the switch at the left hand side of entrance
- Switch on the urn at the wall for hot water/drinks or use the kettle for hot drinks

#### **Smoke/Alarm**

- Test Fire/Smoke alarms ensuring they operate
- Fire log record
- Ensure Fire log is completed and that you have completed testing fire doors, smoke/fire alarms, fire evacuation and report anything that is not operational to Outdoor Adventure Adviser

#### **Fire Evacuation Test**

- Undertake Emergency Fire Evacuation procedures and ensure this is logged in Fire log book kept at Napier House just inside the door

## **When leaving Napier House ensure the undernoted checks are carried out:**

#### **Fire Exits**

- Please ensure the fire exits are closed

#### **Heating**

- If standalone heaters have been used please switch them off and remove plugs from sockets
- Please ensure heating is turned off

#### **Kitchen**

- Please switch off all appliances excluding Fridge freezer
- Please switch off the urn and kettles at sockets

## Camp Hut

**On entering the Camp hut at all times please ensure the back door is unbolted and unlocked as this is an emergency exit. All leaders must adhere to this.**

- First leader on site to test Fire Alarm is operational and process for doors
- Exit can be closed in the evening, but must be re-opened when being used
- Log book to be signed to confirm all understand requirements

## Campsite

- Fire Evacuation test
- Undertake Emergency Fire Evacuation procedures and ensure this is logged in Fire log book kept at Napier House just inside the door.
- All leaders to ensure equipment does not the block fire exit

## Caladh

- Ensure that all understand how to evacuate the building
- Test fire/smoke alarms to ensure they are operational
- Undertake Emergency Fire Evacuation procedures and ensure this is logged in Fire log book kept at Napier House just inside the door
- All leaders to understand and read Fire Action Plan
- All leaders to ensure equipment does not block fire exit

## Fasgadh

- Ensure that all understand how to evacuate the building
- Test fire/smoke alarms to ensure they are operational
- Undertake Emergency Fire Evacuation procedures and ensure this is logged in Fire log book kept at Napier House just inside the door
- All leaders to understand and read Fire Action Plan
- All leaders to ensure camp beds and equipment do not block fire exit
- Camp beds not to be used at the cupboard in hall which houses the electrical equipment
- Equipment not to be stored in front of electrical cupboard

## LEADERS SIGN OFF

I understand the role I have on discovering a fire and I understand how to operate the emergency exits in Napier House, location of emergency exits for Caladh, Fasgadh, understand the access route from Caladh, Fasgadh, Camp hut, how to undertake a Fire Evacuation and necessary requirements for completion in Fire log book located in Napier House.

**Name:**

**Role:**

**Date:**

**Signature:**