



GENERAL FIRE INSTRUCTIONS: (FOR ALL SITES):

1. INTRODUCTION

- 1.1 Read the following notes carefully and make sure you are fully conversant with them. Each member of staff will be tested at least once a year on these instructions and their own Duty Assignments (as contained in the Fire Log)

2. ACTIVATED FIRE ALARM

- 2.1 For Sites with a 'zoning' fire panel – you need to be aware that the panel may indicate an area which may not necessarily be where there is a fire. For Example, a person might discover a fire in one area and activate an alarm in another, in their panic to find a break-glass point.
- 2.2 It is therefore important that once the fire alarm is activated that all staff immediately carry out their Duty Assignments (as contained in the Fire Log).

3. PROVEN FALSE ALARM BY THE FIRE BRIGADE

- 3.1 For Sites who operate a 2-stage evacuation – the Duty Manager/Officer will arrange for the Receptionist to announce the following message for the staff and public gathered on poolside.

'Staff and public announcement. The fire alarm has been fully investigated and has been proven false. All members of the public may now return to their activities. We apologise for any inconvenience. Thank you for your co-operation'.

- 3.2 All Sites. The Duty Manager/Officer will inform all staff and public at outside assembly points that they may now re-enter the building

4. ACTION TO BE TAKEN UPON DISCOVERING A FIRE

- 4.1 However small the fire is, the following procedure should always be followed.

4.1.1 Sound the alarm by hitting the break-glass. Do not create panic.

4.1.2 Give instructions for the evacuation of customers in your IMMEDIATE VICINITY – tell them clearly which exit to use.

4.1.3 Isolate the fire by closing any doors in the vicinity of the fire WITHOUT PERSONAL RISK

4.1.4 Confirm fire alarm by personally contacting Reception.

4.1.5 Advise the Duty Manager/officer at reception of the location of the fire and any other details which may help.

5. ACTUAL FIRE SITUATION

20/11/2023

- 5.1 For Sites that operate a 2-stage evacuation. When the Duty Manager/Officer has had it confirmed that a fire has been detected, Reception will announce the following message for staff & customers waiting on poolside.

'Staff Code Red. (Give location of fire & repeat twice). It is necessary to evacuate the Centre would all persons please leave by the nearest available exit and assemble clear of the building (repeat twice)'.

- 5.2 A Leisure Assistant should also be sent (via a safe route) by the Duty Manager /Officer to confirm this rather than rely solely on the Public Address System (P.A)

6. CONDUCT IN THE EVENT OF A FIRE

- 6.1 Act quickly and efficiently - Keep your head – never run – always walk – avoid shouting. **Avoid shouting 'FIRE' – it creates panic**
- 6.2 **Do not take risks** – when operating a fire appliance, have every regard for your own safety. If in doubt, leave it to the Fire Brigade – they are properly trained and equipped.
- 6.3 Any evacuation must take into consideration the location of the fire. **Be aware of its location**
- 6.4 Once outside, **do not allow the Customers to re-enter**. If possible close fire doors on leaving to prevent re-entry
- 6.5 Ensure the customers are clear of the building and ask them to remain at the assembly point.
- 7.1 Fire/ Emergency Exits and escape routes must be kept clear and free from obstructions at all times.
- 7.2 Fire Doors must be kept closed at all times so as to be effective in their design.
- 7.3 Fire/Emergency Signs – these should be in position at all times and never covered up or hidden from view.
- 7.4 Equipment Storage areas – due to high fire risk element of certain items e.g floor/landing mats etc., storage areas must be kept locked at all times when members of staff are not in attendance.