

Rockley Point, Rockley Lodge & Poole Park Fire Procedures

Any person discovering a fire

Sound the alarm and/or notify a member of Rockley staff
– a fire horn/alarm is located at centres and in accommodation

Dial **999** to call the fire brigade.

Employees are NOT to combat the fire.

Trained Fire Marshalls are to control the fire ONLY if safe to do so using the appliances provided.
Fire extinguishers are located around the centres,
inside the catering units/kitchen and around the caravans (where provided).

On hearing the fire alarm

Make your way to the fire assembly point in an orderly manner by
the nearest available exit/route.

ASSEMBLY POINTS

LODGE: Across the road, outside Park's main entrance.
POINT: On road of our boat park by fence.
Btec's to meet around Café at set locations
PARK: Besides Booking hut on grass near lake.

The Senior Duty Instructor / Nominated Fire Officer will immediately take charge:

- A** Role call made using fleet leader/names list forms
- B** Arrange for the Fire Brigade to be called if not already called
- C** All available staff are required to search designated areas as directed by the Senior Duty Instructor / Fire Officer (only if safe to do so) to ensure all persons unaccounted for are directed to the assembly point

In the event of a fire in the petrol store, **NO ATTEMPT** whatsoever
is to be made to combat the fire

If anyone is missing, a search must be instituted but no one is to be put at risk, if the fire brigade has been called they **MUST** be notified if anyone is unaccounted for.

Notification

As soon as is practical, the Chief Instructor and Principal must be notified, an entry in the centre log made and a Major Accident/Incident form completed.