

H & S MANUAL - 3 - EMERGENCY INSTRUCTIONS

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FIRE OR MAJOR DISASTER EVACUATION NOTICE

IN CASE OF FIRE OR MAJOR DISASTER:

on the sound of continuous fire alarm, please evacuate the building and assemble at the general assembly point which is

THE GRASS AREA IN FRONT OF THE PLAYGROUND (see sign)

NOTIFY CAMP STAFF IMMEDIATELY, DAY OR NIGHT
Ian 027 281 4343 or 07 8272847 (house behind shooting range)
Gus 027 7845996 or 07 8272114 (house by Go karts)

A. An alarm bell will be sounded from the manual fire alarms which are situated around the camp buildings.

TO SOUND ALARM

Break glass of alarm and ring bell.

Alarms are situated on the wall between River Cabins, Lagoon Suites, Gymnasium, Dining Room, Kitchen, Upstairs Rooms and Lake Cabins

B. PHONE 9-111 in an emergency and ask for the fire department .

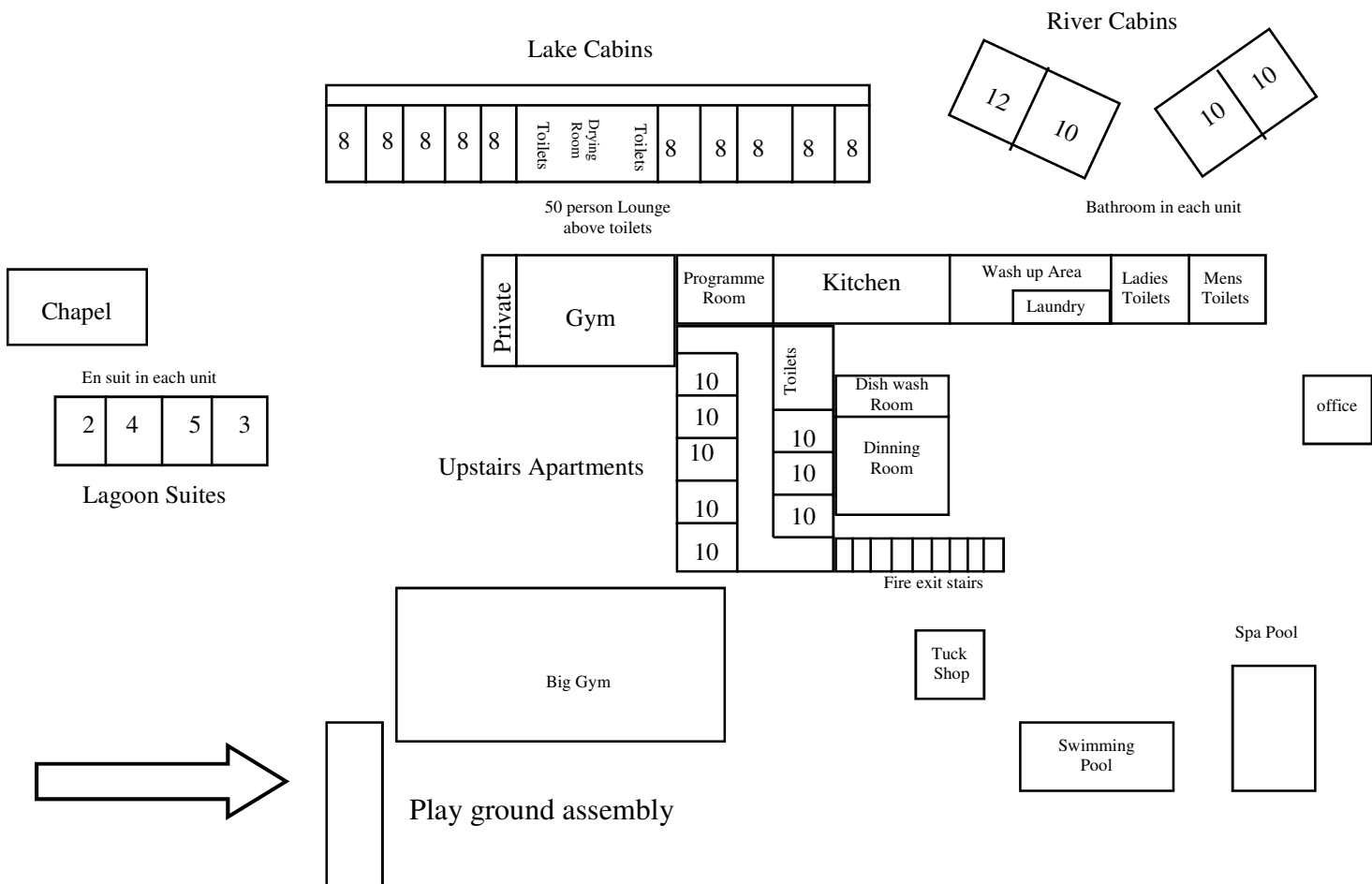
You are at Finlay Park Adventure Camp, 117 Finlay Road, R.D.2, Hora Hora, Cambridge.

The Phone is situated inside the Staff Programme Room, or at the Main Office.

C. FIRE EXTINGUISHERS are situated in the Workshop, Kitchen, Gymnasium, Chapel, Dining Room, Upstairs Rooms and Lake Cabins

D. FIRE HOSE REELS are situated outside the dinning room sliding door, between the two river cabins, at the end of the Lagoon Suites, outside Hall Flat, outside Chapel, outside Lake Cabins.

E. EVACUATION. Evacuate all buildings in an orderly manner to the Grass area in front of the Playground. It is the responsibility of the **appointed Fire Warden** to make sure that all their party are accounted for at the designated Assembly Area. The fire warden must fill out the fire warden check list and liaise with Camp Staff as necessary. It is the responsibility of the Camp Staff only to enter buildings at risk. In the event of a Camp Staff Member not being available it is up to the discretion of the fire warden as to whether to enter buildings at risk and if they chose to do so they do so at their own risk.



FIRE WARDEN CHECK LIST - TO BE USED IN THE EVENT OF AN EMERGENCY

1. Ring 9-111
2. Check all buildings your camp are using without placing you or any of your party at risk.
3. Liaise with staff as to any further procedures: ie all clear or more checks necessary.

THE FOLLOWING ROOMS HAVE BEEN CHECKED:

Kitchen Dining Hall Programme Room Chapel	<table border="1" style="width: 100%; height: 100%;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>					First Aid Room Dishwash Room Gymnasium	<table border="1" style="width: 100%; height: 100%;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>				Girl's Toilet Boy's Toilet Office	<table border="1" style="width: 100%; height: 100%;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>			

THE FOLLOWING DORMS HAVE BEEN CHECKED:

UPSTAIRS

1	2	3	4	5	6	7	8

RIVER CABINS

1	2	3	4

LAKE CABINS

1	2	3	4	5	6	7	8	9	10

LAGOON SUITES

1	2	3	4