

Fire Warden's Instructions for Users of Lonsdale Activity Centres Indoor Accommodation



Appointment of a Fire Warden

1. It is the District Trustee Board's requirement that a Fire Warden (a responsible adult) is appointed on each occasion that a Lodge (at either Activity Centre) is used for overnight accommodation.

The Fire Warden's duties are as follows:

2. Ensure that the fire alarm system is illuminated and - in your opinion - in working order.
3. Ensure that all fire extinguishers have been identified and are unobstructed.
4. Ensure that housekeeping is of the highest standard and that all rubbish is placed in the external waste bins.
5. Ensure that all exit routes are clear and unobstructed and that exit doors can be opened easily.
6. Ensure that at night (or when the building is vacated) the relevant gas/electrical appliances in the kitchen have been turned-off.
7. Ensure that all occupants are fully briefed in relation to the evacuation of the building in the event of a fire (and consider undertaking a fire drill towards the start of your occupancy of the building - do so by shouting rather than activating the fire alarm system).
8. Ensure that plans have been made, in advance, to assist those who may have difficulties (such as mobility) should an evacuation of the building be necessary.
9. Ensure that everyone understands that no one should attempt to fight a fire unless they have been trained to do so (and that in doing so will not put themselves or others in additional danger).
10. Ensure that there is no smoking, including vaping, anywhere within the boundary of the Activity Centre.
11. **Action in the event of a fire:**
 - a. Ensure that the alarm is raised (by voice - if a fire is not automatically detected).
 - b. Supervise the evacuation of the building.
 - c. Only attempt to fight a fire if trained to do so and that such action will not put anyone in additional danger.
 - d. Ensure that the Emergency Services are alerted; the preferred method is to logon to the site's WiFi (as mobile signals are generally very poor through much of the sites).
 - e. Ensure that all occupants assemble in the Car Park and have been accounted for.
 - f. Ensure that the Duty Warden is notified.

All in accordance with the Fire Poster displayed in the building.