

## Fire Evacuation Procedure



**\*Important Change\*** From July 2023, the Fire and Rescue Service no longer automatically attend alarm call outs to community buildings. Before attending, they now require confirmation that there is a fire or signs of fire.

The **ADDRESS** of this building is: Dickson Street, West Calder. EH55 8DZ

The **FIRE ASSEMBLY POINT** is on west side of car park to front of building.

In the event of **DISCOVERING A FIRE or SIGNS OF FIRE:**

- ✓ Immediately **ACTIVATE THE FIRE ALARM** by breaking the glass at the nearest fire alarm point.
- ✓ **EVACUATE** the building
- ✓ **Dial 999** - ask for the Fire and Rescue Service stating the building address.
- ✓ If there are no West Lothian Council staff onsite phone one of the numbers below to advise that a fire has been discovered
- ✓ **(Note:** when the fire alarm goes off, the council's alarm receiving company will also attempt to contact a West Lothian Council Officer)
- ✓ You should only return to the building once a WLC staff member or Fire and Rescue Service give **AUTHORISATION** to do so.

In the event of the **FIRE ALARM GOING OFF** but there are **NO OBVIOUS SIGNS OF A FIRE:**

- ✓ You must still **EVACUATE** the building (even if it was set off accidentally)
- ✓ Gather at the **FIRE ASSEMBLY POINT**
- ✓ If there are **NO WLC STAFF ONSITE** (ie you are a self-access group) you should phone a WLC staff member to advise them that the fire alarm is going off.
- ✓ WLC Staff will then need to attend to determine if there is a fire/sign of a fire. If so, they will phone 999.
- ✓ **(Note:** when the fire alarm goes off, the alarm receiving company will also attempt to contact a West Lothian Council Officer)
- ✓ You should only return to the building once a WLC staff member or Fire and Rescue Service give **AUTHORISATION** to do so.

**FIRE EVACUATION PROCEDURE:**

- ✓ On hearing the fire alarm everyone must leave the building in an orderly manner by the nearest **EXIT DOOR ROUTE** and close all doors behind them.
- ✓ Report to the **FIRE ASSEMBLY POINT**
- ✓ Group leaders must take the **GROUP REGISTER** and immediately check off all present against the register once at the assembly point. All group leaders must keep a fully up to date register of group members.
- ✗ **DO NOT STOP** to collect personal belongings including coats, bags etc.
- ✗ Individuals **SHOULD NOT** attempt to re-enter building.

**If anyone is unaccounted for inform the Fire and Rescue Service IMMEDIATELY on their arrival.**

**Group Leaders** should have a copy of this document printed off (or as a photo on their phone), familiarise themselves with the **appropriate exit** and make sure attendees know their location. They should also arrange a **Fire Evacuation Drill** at least **once per year**. Arrangements should be made with the Service Support Officer or Customer and Facilities Assistant to activate the fire alarm for this purpose.