



ARUN YOUTH AQUA CENTRE PROCEDURE

REF	PR02	PAGE 1 of 2
TITLE	FIRE EMERGENCY	
ISSUE DATE	5 th MAY 2007	Issue Number 4
APPROVED BY	R. Elliman	Chairman Management Committee
SIGNATURE		

1. PURPOSE

This procedure responds to the AYAC Risk Assessment Co-ordinating document regarding the requirement for an Emergency procedure to be followed in the event of fire in the AYAC Compound or Buildings during an AYAC session.

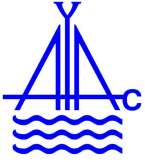
2. RESPONSIBILITIES

The Management Committee will ensure that the Senior Instructor's who are responsible for the sailing and canoeing activities are aware of this procedure.

The Senior Instructor's are responsible for ensuring that all members, temporary members, adult helpers are aware of the principles contained within this procedure and where appropriate are instructed on the procedure.

3. PROCEDURE

1. In the event of fire, the alarm must be raised and the building and compound evacuated in an orderly manner. The Fire Brigade must be contacted to deal with the matter. The nearest landline telephone is located in the Reception area of the Littlehampton Swimming Centre.
2. The Centre's location should be given as:-
Arun Youth Aqua Centre
Boat compound to rear of Littlehampton Swimming Centre
Hendon Avenue
Littlehampton
West Sussex
GRID REFERENCE Sheet 197 TQ 044 013
3. The person making the phone call should then confirm to the person in charge that the call has been made successfully.
4. Senior Instructors/Instructors/Adult Helpers may only tackle the fire, provided all personnel have been evacuated from the area, and they believe it is safe for them to do so.
5. The Evacuation Point is on the Green outside the main gate to the compound adjacent to Hendon Avenue, where the appropriate Instructor will check to account for all personnel known to be at the Centre at the time. In the unlikely event that it is unsafe to evacuate via the main gate, evacuation should be via the rear gate.



PR02

5th MAY 2007

FIRE EMERGENCY

Page **2 of 2**

This page intentionally left blank