Biddulph Youth and Community Zone Ltd (BYCZ)

Fire Evacuation Procedures

A register is to be kept to show all people coming on premises and all people leaving the premises.

If a fire is discovered:

- Set off the Fire Alarm;

The Centre Manager or Worker in Charge will:

- call the Fire Brigade on 999;
- raise the alarm by shouting “Fire” and instruct individual staff to clear specific areas;
- collect the register;
- make a final check of building before leaving;

Staff/Volunteers/Service Deliverers will:

- direct people to the nearest safe exit;
- walk those people to the Assembly Point at the front of the building as quickly as possible, making sure nobody is left behind;
- ask people if they know of anyone who is missing.

The Centre Manager or Worker in Charge will then:

- take the register; and
- report and liaise with Fire Officer.

Nobody shall re-enter the building without the Fire Officer’s authority.

If re-entry to the building is granted, everyone must be checked back in using the register.

If re-entry to the building is not allowed and there are young people present:

- parents should be phoned using available mobile phones;
- no young person under the age of 14 should to be allowed to leave without parents.

Fire Drills
Fire Drills will be carried out three times a year and the Centre Manager will record this in the fire drill book.

Signed:.....

Print Name:.....SL MIDDLING.....

Role: .....CHAIR.....

Date:.....19/11/26.....

Reviewed by Board: 17.09.26

Next Review: Sept 2028