

# **Dundee Ducks fire evacuation**

## **Fire Procedures**

### **Safety**

Make yourself aware of all EXITS. Doors are fitted with panic bars. Keep all exits free of obstacles.

### **EXIT SIGNS REMAIN LIT AT ALL TIMES**

Fire extinguishers are located by each of the emergency exits.

Smoke Alarms are fitted throughout the sports hall.

### **If you discover a fire**

Immediately push the centre of a red manual call point, located next to all exits, which will activate the alarm. Inform everyone that there is a fire and that they are to evacuate the building.

**You Must Dial 999** to call the Fire & Emergency Service – even if the fire appears to be minor.

Give the address as: **Dundee Ducks, Unit 8 Manhattan Works, 51 Dundonald Street, Dundee, DD3 7PY**

After the fire brigade have been summoned, call the Dundee Ducks Trustee Scott Dolan 07801301310 or Graeme Anderson 07984149028

### **On hearing the Fire Alarm**

As you leave the building close all internal doors, if safe to do so.

Leave the building from any of the available fire exits and make your way to the pavement area by the car park. Assembly point 1.

When all persons can be accounted for, request drivers of their vehicles to remove their cars if it is safe to do so, leaving the area in front and to the side of the Sports Hall free for the Fire & Emergency Service.

If safe to do so, send somebody round to Showcase The Street to inform their duty manager of the situation or phone 01382 699623

USE THE NEAREST EXIT

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT RE-ENTER THE BUILDING UNLESS AUTHORISED BY THE FIRE OFFICER OR PERSON IN CHARGE

### **When dealing with Fire**

If a person's clothing is on fire, wrap a blanket, rug or similar article closely around them and lay them on the ground to prevent flames reaching the head.

If electrical appliances are involved, switch off the current before dealing with the fire.

**Please read this notice carefully and ensure that you are familiar with the fire procedure, the location of all fire extinguishers and all exit routes.**

**Ensure that all exit routes are clear from obstruction at all times**