

# Fire Procedure

In the event of a fire, or the sounding of the fire alarm or verbal instructions, all visitors should leave the building and gather around the flagpole located in the centre left of the Prances main field.

When leaving the building you should do so by the nearest exit point. To sound the alarm in the building break glass alarm points are located at each exit door.

If you are the last to leave and it is safe to do so close doors behind you.

Do not stop to collect personal belongings.

When you assemble at the flag pole area conduct a roll call and make sure you have all of your party.

If required, call for the emergency services either on a mobile phone or using the phone in the site managers office. The site full address is:-

Prances Scout Camp Site  
Great Totham Road  
Wickham Bishops  
Witham  
CM9 3NP

Ensure the site wardens are called.

Remember, the priority is your personal safety and that of your group, not the building or its contents.

Do not re-enter the building unless advised safe to do so by the site managers or the emergency services.