This procedure applies to the Lydney Hub/ Lydney Youth Hub building.

For events that occur away from this building, members shall follow the procedures laid out by the establishment used, or in the instance of an outdoors activity, as identified by the Youth Leader.

At all times a register will be kept showing all people coming on to the premises and all people leaving the premises.

**If a fire is discovered:**

* Activate the nearest Fire Alarm call point.
* Young people should tell an adult where they discovered the fire.
* Adults should alert the most senior leader present. This will normally be the Youth Leader. They shall adopt the role of Co-ordinator.
* The Co-ordinator will make the decision whether it is necessary to evacuate.

**If evacuation is necessary:**

**The Co-Ordinator will…**

* instruct adults to clear specific areas.
* collect the register.
* call the Fire Brigade.
* proceed to the Assembly Point in Newerne Street Car Park.

**Adults will…**

* direct and escort all persons on the premises to the nearest safe exit, and to the Assembly Point in Newerne Street Car Park, removing the ‘area clear’ cards.
* ask children/young people if anyone is missing.
* keep all persons in an orderly manner at the evacuation point.

**The Co-ordinator will then…**

* take the register
* report and liaise with the Fire Officer.

Nobody re-enters the premises without the Fire Officer’s authority. If we can re-enter the building all personnel must be checked back in using the register and should re-enter in a calm and orderly manner.

**If we cannot re-enter the building**

* Parents/carers phoned using available mobile phones.
* No children to be allowed to leave without parents/carers.

**Signed by the board of trustees:**

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| --- | --- | --- |
|  | **Name** | **Signature** |
| **Trustee 1** |  |  |
| **Trustee 2** |  |  |
| **Trustee 3** |  |  |
| **Trustee 4** |  |  |
| **Trustee 5** |  |  |
| **Trustee 6** |  |  |
| **Trustee 7** |  |  |
| **Trustee 8** |  |  |
| **Trustee 9** |  |  |
| **Trustee 10** |  |  |

Next Review date: June 2023

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| **Document Version History** | **Author:** Emily Timmins, Chair & Youth lead |
| **Version** | **Date** | **Amendments**  | **By Whom** |
|  |  |  |  |