**CAWOOD PARISH COUNCIL FIRE PROCEDURE:**

**Cawood Pavilion**

 **Cawood Playing Fields, Maypole Gardens, Cawood, YO8 3TG**

**Any person discovering a fire should:**

* Warn all other occupants of the building.
* Extinguish the fire if possible with the on-site appliances but without endangering oneself or others.
* If unable to contain the fire, leave the building by the nearest fire exit and report to the Assembly Point

**On being made aware of a fire all persons must:**

* Leave the building immediately by the nearest exit following the green Fire Exit signs.
* If necessary, give assistance to disabled/injured persons.
* Report to the designated Assembly Point
* Do not stop or return to collect personal belongings.
* Do not re-enter the building for any reason until advised it is safe to do so.

**Duties of Responsible Person:**

* Call the Fire Brigade or delegate another person to do so, by telephoning 999.
* State the location and nature of the fire, and the area affected.
* Ensure that all persons are accounted for at the designated Assembly Point
* Meet and give assistance to the Emergency Services as appropriate.
* Notify all persons when it is safe to return to the building.

 **ASSEMBLY POINT: Cricket Pitch**