**FIRE PROTOCOL (DRAFT)**

**THE ATHLETICS HUB**

This protocol describes the fire evacuation procedure for the Athletics Hub based at Whitemoss Athletic Stadium.

**Procedure:**

1. It is the responsibility of WAAC lead fire volunteer, Eddie Kelly, to deliver a briefing to appointed ‘responsible persons’ from WAAC, EKAC and SLL&C.
2. Appointed ‘responsible persons’ to ensure that all members, volunteers and users understand the basic fire protocols:
* Read, understand and comply with the HUB fire protocol situated on the inside wall of main entrance foyer.
* The location of fire alarms and how to use them.
* The location of fire exits.
* The location of fire assembly point – next to the athletic stadium gates
	+ Towards the car park
* The location of fire extinguishers
1. On discovering a fire, the nearest fire alarm must be activated.
2. Do not attempt to tackle the fire unless safe to do so (i.e. the fire can be quickly extinguished with the minimum of risk to self).
3. Daily checks (testing/resetting) to be carried out by lead fire volunteer (Eddie Kelly, WAAC) and other appointed ‘responsible persons’ on an agreed rotational basis.
4. A fire evacuation drill to be carried out every six months by lead fire volunteer (Eddie Kelly) and appointed responsible persons on an agreed rotational basis.
5. Responsible persons should ensure all fire risk assessment tests and checks are recorded within the record.
6. WAAC Trustees to ensure fire alarm is serviced annually.