

## Woodlands Fire Practice Notes

The fire alarm is a loud siren.

Please ask all residents to take time to read through the Fire Notes in the communal areas before talking through the fire procedure.

In the event of a fire everyone must vacate the building, assemble at the fire assembly point and wait to be counted. You must, therefore, know the exact number of people in your group at all times.

At night, people should ensure that their room mates are awake before leaving, and should grab a coat/jacket or something to keep warm. Everyone should be discouraged from taking any personal possessions with them.

The assembly point is in the main car park.

You should to conduct a simulated fire drill. To do this, talk through the principles of the drill thoroughly with the group. Explain where all the exits from the Woodlands building are.

Woodlands have doors that can be opened/unlocked from inside either by simply turning the handle or (if there is one) the thumb turn before then turning the handle.

Send the group to their rooms to put on suitable clothing and footwear. Make sure that you have discussed the need to be quiet, the need to walk and how and where to gather to be counted. After a short time sound an 'alarm' (a whistle can be used for this) and observe the group moving in an orderly fashion to the assembly point.

Thank you