



LEIGHTON BUZZARD CANOE CLUB

PROCEDURES IN THE EVENT OF A FIRE ALARM

The club recognises it uses the premises in different ways and procedures will differ, depending on the usage;

- No club session but members on site - independent paddle
- Club session with all participants off school grounds and no kitchen volunteers in attendance
- Club session with participants on school grounds
- Race event or public training or experience day.

At the start of every club session, when the kitchen is in operation, a lead coach and lead kitchen volunteer should be nominated. Contact details should be exchanged.

The meeting point is on the playing field, in front of the boat shed

IN THE EVENT OF THE FIRE ALARM SOUNDING OR FIRE:

No Club session but members on site:

Any person who discovers a fire shall immediately operate the nearest fire alarm call point. In the event of a power cut and the fire alarm call point failing, the person should alert other people in the vicinity by shouting in a controlled manner to evacuate the building. Once they have left the building a mobile phone should be used to call the fire brigade. Cedars School maintenance team should also be notified by ringing 07512 320604

As soon as the fire alarm bell is heard everyone should:

- Leave the building by the nearest exit and go to the meeting point.
- Club members should check if their companions are present. If they are not in attendance, every effort should be made to contact them by mobile phone and if this fails, they should be reported missing to the fire brigade and school staff.
- Club members should only enter the building once the fire brigade or school staff have said it is safe to do so.
- A report should be made to the welfare officer.

Club session with NO participants on school site:

When returning to the club, either from paddling or a fitness session, and the fire alarm is sounding, under NO circumstances should a member enter the building. If no-one from

Cedars School maintenance team is in attendance then they should be contacted on 07512 320604 and if it is apparent there is a fire dial 999.

Gather at the meeting point until the issue is resolved or directed by school maintenance or Fire Brigade. Account for all on site

Club session with participants on school site:

Any person who discovers a fire shall immediately operate the nearest fire alarm call point. In the event of a power cut and the fire alarm call point failing, the person should alert other people in the vicinity by shouting in a controlled manner to evacuate the building. Once they have left the building a mobile phone should be used to call the fire brigade. Cedars School maintenance team should also be notified by ringing 07512 320604. Account for all on site.

As soon as the fire alarm bell is heard everyone should:

- Leave the building by the nearest available exit
- Gather at the meeting point until the issue is resolved or directed by school maintenance or Fire Brigade.
- The nominated kitchen volunteer will ensure the club house, toilets and changing rooms are empty and all doors are closed, if safe to do so. If possible they should be accompanied by a member of the opposite sex. They should then make their way to the meeting point. If another kitchen volunteer is available, they should take a first aid kit, containing foil blankets and place the "Fire Alarm - do not enter" sign on the clubhouse double doors.
- At the meeting point, coaches should check that all members of their group are present. If they are not in attendance, every effort should be made to contact them by mobile phone and if this fails, they should be reported missing to the fire brigade or school staff.
- Club members should only enter the building once the fire brigade or school staff have said it is safe to do so.

Race Event or public training/ experience event.

As for a Club Session with participants on the school site, but the non-club members must also be guided to the meeting point and accounted for.

General points

- Do Not Attempt to deal with the fire on your own
- Do Not Stop to collect personal belongings
- Do Not Leave open any doors on leaving the building
- Do Not re-enter the building until told that it is safe to do so

Updated April 2026

LBCC Committee approved: 13th April 2026

Date of next review: April 2027