KIPPEN READING ROOM

Main Street, Kippen, Stirlingshire FK8 3DN

The Fire Marshall's responsibilities include:

● Being familiar with the escape routes and assembly point. it is outside in front of the Primary School. - refer to attached plan

● Ensuring that all fire doors are closed but not locked or wedged or blocked

In the event of a fire follow the Fire Procedure
Fire Procedure
● Respond to an alarm or raise the alarm by operating the nearest fire alarm call point

● Clear the building of all personnel through the nearest exit route to the assembly point - refer to attached plan

● Check no people are in the upper rooms, kitchen or toilets - note there is emergency lighting throughout the building (including toilets), and audible alarms.

● Check with the people at the assembly point and try to establish that everyone is accounted for

● If the fire is of a minor nature (size of a wastepaper bin) try to put it out using the extinguishers provided

● If this is not possible call the Fire Brigade

● Turn off power at main switchboard in main room left of window.

● Notify the Reading Room Fire Officer Ricky Muir Simpson, 017868708351 or 01786870777

When the Fire Brigade arrives notify them of the following:
● If and where there are any people still in the building
● Details of any dangerous substances used in the event
● Where the fire is thought to be located

The Fire Officer and Fire Marshall will be responsible for advising the users when it is safe to re-enter the building after the Fire Brigade have completed their investigation and given the all clear notice

How to operate a fire extinguisher
1. Pull the pin
2. Aim nozzle towards the base of the fire
3. Squeeze the handles together
4. Sweep the nozzle from side to side

Investigation and Report
The Fire Officer will prepare a report for the Committee taking account of advice from the Fire Brigade and the Fire Marshall. This should try to establish the cause of the incident and any recommendations to prevent a future occurrence.