

Emergency Evacuation Plan and Fire Alarm Instructions

1. **If the Fire Alarm sounds – you must evacuate the building immediately!** Directing everyone to the assembly point at the Flagpole on the main field.

2. **Call 999 and ask for the Fire service.** Please liaise with the Duty Warden. There is a landline telephone in the Wardens Den.

3. **If the Fire Alarm has been set off by accident or there is an error,** please follow this procedure:
 - Liaise with the Duty Warden
 - They will:
 - Firstly they will gently press 'Silence Alarm' on the Fire Alarm Control Panel
 - Secondly gently press 'Reset'
 - Finally gently press 'Alt' followed by 514, this will reset the alarm.

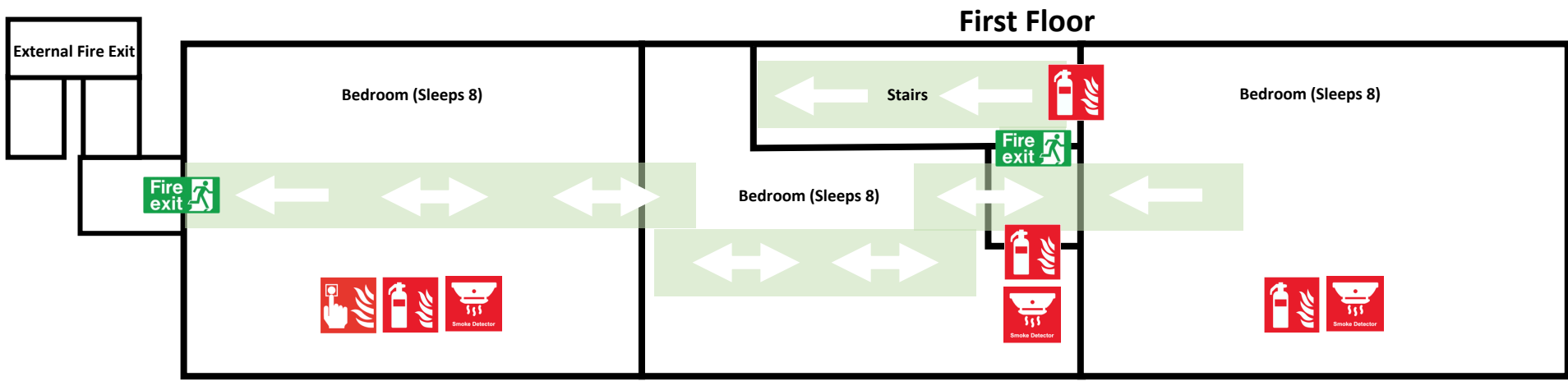
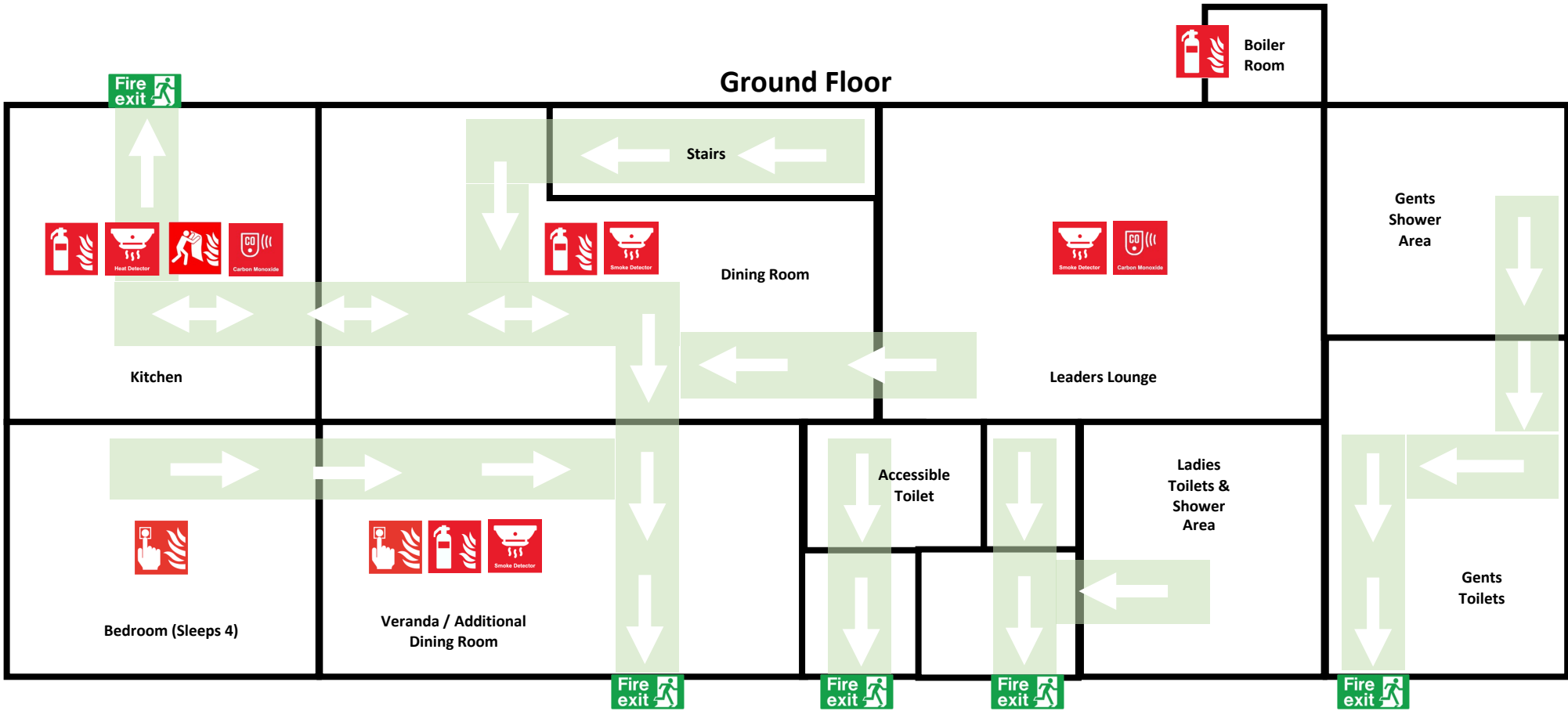
- **Please note:** the Fire Alarm Control Panel has soft touch buttons that only need pressing gently. If you press them firmly it is likely to damage the touch buttons.



Fire Assembly Point



Golf House Evacuation and Fire Alarm Plan




Legend

-  Manual Call Point
-  Fire Extinguisher
-  Fire Blanket
-  Smoke Detector
-  Heat Detector
-  Carbon Monoxide Alarm



Fire Alarm System and Fire Fighting Equipment Inspections

Hawkins Drive,
Bridgtown,
Cannock,
WS11 0XT

 **DIAMOND**
FIRE & SECURITY

Tel: 01902 722721
Head Office: 03301
239002
sales@diamondfire.co.uk
www.diamondfire.co.uk

Fire Alarm System Inspection & Maintenance Certificate

Certificate for the fire alarm service at: Patshull Scout Club

Protected Premises Address: The crown estate, off patshull lane ined undefined, Albrighton, Wolverhampton, Wolverhampton, WV7 3BB

Type of System: L1 L2 L3 L4 L5 P1 P2 M X

Type of Service: 6 Monthly Routine Inspection Type of Signalling to Fire & Rescue Service? Bells Only

I/We being the competent person(s) responsible (as indicated by my/our signature below) for the servicing of the fire alarm system, particulars of which are set out below, CERTIFY that the said work for which I/we have been responsible complies to the best of my/our knowledge and belief with the recommendations of Clause 45 of BS 5839-1:2017 quarterly inspection of vented batteries/periodic inspection and test/inspection and test over a 12 month period (delete as applicable) except for variations, if any, as stated in this certificate.

Engineer's Name: Ben Bruton-Holmes Signature: _____ Position: Engineer

For and behalf of: Diamond Fire & Security Ltd Address: Hawkins Drive, Bridgtown, Cannock, WS11 0XT

BAFE Issuing Firm & Reg No: 102872 BAFE Certificate of Compliance No: NONE

Date of Last Maintenance: October 2022 Test Date: February 2023 Expire Date & Next Due: October 2023

Docket No. 36833 Site ID No. 15137


Percentage of System Checked: 90 % System Periodically Checked Every N/A Months.

We, being currently a BAFE "Certificated Firm" in respect of Fire Detection & Fire Alarm Systems of type(s) we have identified above, certify the maintenance work identified above complies with the standard or code of Practice identified in the above schedule and with all other requirements as currently laid down within the SP203-1 Certification Scheme in respect of such a system.

The extent of liability of the signatory is limited to the system described below - Extent of system covered by this certificate:

Variations from the recommendations of clause 45 of BS 5839-1:2017 for periodic or annual inspection and test (as applicable):


Trading name: Diamond Fire and Security.
Registered name: Diamond Fire Extinguishers Ltd
Registered in England & Wales 3882283
QF/9.1



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**Fire Alarm System
inspected every 6 months**

Hawkins Drive,
Bridgtown,
Cannock,
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CERTIFICATE of MAINTENANCE

FIRE FIGHTING EQUIPMENT

THIS CERTIFICATE CONFIRMS THAT DIAMOND FIRE & SECURITY LTD HAS COMPLETED THE ANNUAL SERVICE OF YOUR FIRE FIGHTING EQUIPMENT AS LISTED BELOW TO BRITISH STANDARD 5306 PART 3 AND 8

Engineer: Glyn North Responsible Person: _____

| | | | |
|--------------|--|----------------------------|---------------------|
| Invoice No. | 45832 | Certificate Expires End Of | October 2023 |
| Customer No. | 21621 | Customer Name: | Patshull Scout Club |
| Address: | The crown estate, off patshull lane ined undefined, Albrighton, Wolverhampton, Wolverhampton, United Kingdom | | |
| Postcode: | WV7 3BB | | |


| | WATER | FOAM | POWDER | CO2 |
|-----|-------------|---------------|--------|-----------------|
| QTY | NONE | NINE | TWO | ONE |
| | WEBCHEMICAL | FIRE BLANKETS | HOSES | SCREAMER ALARMS |
| QTY | NONE | THREE | NONE | NONE |

Routine inspection by RESPONSIBLE PERSON.

The RESPONSIBLE PERSON should carry out visual inspections on all extinguishers regularly. The visual inspections should be carried out at least monthly. When circumstances require, inspections should be carried out more frequently. When carrying out these visual inspections, it should be ensures that: A. Each extinguisher is correctly located in the designated place; B. Each extinguisher is unobstructed and visible; C. The operating instructions of each extinguisher are clean and legible and face outwards; D. Each extinguisher has not been operated and is not obviously damaged or has any missing parts; E. The reading of any pressure gauge or indicator fitted to an extinguisher is within operational and safety limits; F. The seals and tamper indicators of each extinguisher are not broken or missing. The responsible person should record the results of these visual inspections and arrange for corrective action, where necessary, by a competent person. In the event of doubt, the responsible person should arrange for a competent person to examine the extinguisher.

Trading name: Diamond Fire and Security.
Registered name: Diamond Fire Extinguishers Ltd
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QF/9.1

QS/COM/002



**Fire Fighting Equipment
inspected every 12 months**

