

# **Fire Instructions**

## **1620s House & Garden**

### **On Finding a Fire**

If the fire is small (e.g., a bin fire) and you have been trained to use a fire extinguisher and feel confident to do so, put the fire out.

#### **Plan A - Putting out the Fire.**

- If successful inform the LCC Site Fire Marshall by radio or ask a member of staff or a volunteer to report it for you.
- Fill out an incident form.
- Inform the site supervisor or the senior manager on site of the incident. If neither is on site call Bosworth 01455 290429 to inform the senior manager there of the incident.
- The site supervisor or the senior manager will:
  - Report any damage to the relevant responsible person or team, such as curatorial or property.
  - Ensure the area is clear and make it accessible and safe for customers, staff, and volunteers.

#### **Plan B - Not Putting out the Fire.**

- If the alarm has not automatically been raised, activate using the nearest break glass point positioned throughout the building and then fire alarm will sound.
- Radio through to the LCC Site Fire Marshall giving the location, nature and, if possible, cause of the fire.
- The LCC Site Fire Marshall will immediately dial 999 to request assistance from the emergency services.

### **Evacuation**

On hearing the fire alarm, go immediately to the

## **Fire Assembly Point - by the Red Finger Post near the Rose Garden**

- Move quickly but do not run,
- do not stop to pick anything up.
- **Only attempt to activate a fire extinguisher if the fire is blocking your escape.**
- At the Fire Assembly Point await further instructions.

- Leaders of any school or other groups on site should carry out a 'head count' to ensure everyone is present.

In addition, certain teams have the following responsibilities:

- **House Volunteers:** clear the area where they are situated and guide visitors to the nearest safe exit route and to the Fire Assembly Point. Do **not** to sweep the building.
- **Garden Volunteers:** the LCC Site Fire Marshall will call the garden team radio holder who will blow two blasts on the whistle to communicate a fire as the garden team cannot always hear the fire alarm. The team will then move to the Fire Assembly Point.
- **Friends in the House or the Tearoom:** leave the building immediately by the nearest safe fire exit route and go to the Fire Assembly Point.
- **Catering staff:** put on an orange Hi Vi which is kept on the kitchen door, which is to make clear that you are carrying out a safety role. Pick up the sign in/out diary. Clear everybody from the tearoom, kitchen, patio area and barn toilets, directing them to the Fire Assembly Point. When areas are cleared, staff will go to the Fire Assembly Point. Give the diary to the Fire Marshall.
- **Supervisor/CLAs:** put on an orange Hi Vi which is kept on the Green Hut door, which is to make clear that you are carrying out a safety role. Clear the green cabin, the garden, and the House if no evidence of a fire is visible from the outside and it is safe to do so. When areas are cleared, staff will go to the Fire Assembly Point. Give the book to the Fire Marshall.
- **LCC Site Fire Marshall:** put on an orange Hi Vi from one of the previously mentioned locations, which is to make clear that you are carrying out a safety role. Ensure you you're the orange lanyard. Fully open the main gates to the car park, collect the radio and the signing in book from the green cabin. Proceed to the Fire Assembly Point and check that all staff and volunteers are accounted for from the daily signing in book.

LCC Site Fire Marshall will be the main point of contact with the Fire Service, on their arrival they will brief them of the location and situation of the fire.

All LCC staff, volunteers, Friends, and visitors will remain at the Fire Assembly Point until the Fire Service Chief states that it is safe to re-enter the buildings / and or take the necessary business continuity actions (such as collections salvage).

**Update**  
**4 March 2025**

## False Alarms

Certain false alarms can be mitigated by the following procedures.

### **Fire Escape Door-Private Bedroom, First Floor**

A high-pitched precursor alarm will sound in the mess room if the external fire escape door in the private bedroom is opened. Pressing 1485 ENT or presenting the fob against the alarm panel in the mess room will silence the alarm. If the alarm isn't silenced the main alarm will activate.

### **Glass Break Point - Broken**

If a glass break point is accidentally damaged and the incident is witnessed, the LCC Front of House staff from the Admissions Hut must be contacted **immediately** with the nature of the incident.

All tearoom staff, volunteers and visitors should evacuate the House and Tearoom following the evacuation procedure above. The LCC Supervisor or CLA will ring Proudcastle (the alarm company) 01530 264141 to report the incident, take advice and request an engineer as necessary.

Updated  
4 March 2025