

## **Section 10: The Fire Procedures for Ovoca Manor and Densmore Lodge**

All our **fire detection systems** and **first intervention tools (extinguishers)** are contracted and checked by:  
*Fire Sentry Systems LTD*  
*Guardian Fire and Security*  
*Unit 1, Woodbine Business Park*  
*New Ross Co Wexford*

On arrival each group will be given the **Duty Manager's telephone number (086 4667141)**. The Duty Manager should always have the on-call phone on their person.

A '**Safety Briefing**' is provided for each group staying overnight. This briefing is given upon arrival and includes:

- The obligation for the group leaders to contact the Duty Manager in case of a fire alarm.
- The obligation for all visitors to immediately evacuate the buildings whenever the fire alarm sounds. The evacuation should be carried out in an orderly manner.
- The importance of not taking any belongings when exiting the building, other than shoes and weatherproof clothing.
- The importance of not going back inside the building for any reasons.
- The fire alarm evacuation is not over until an Ovoca Manor staff member gives the 'All Clear' notice.
- The 'Evacuation' meeting points are as follows:
  - Ovoca Manor: The end of the car park (beside the playground)*
  - Densmore: The top of the Densmore Lodge driveway*
- Guests are requested to familiarise themselves with the emergency exit notices in their room.
- Group and camp leaders are advised that they need to ensure they are aware of who is on site at any one time, to be able to confirm that everyone has safely evacuated during a fire alarm.

### **In case of fire alarm:**

- All calls to the on-call phone will be responded to by the Duty Manager.
- The Duty Manager will check the Fire Panel, then go to the zone affected and check the area.
- In case of containable fire, the Duty Manager or other appropriate person will start to fight the fire with extinguishers.
- In case of out-of-control fire, the Duty Manager will call the fire brigade. Call 112 immediately.
- In case of false alarm, the Duty Manager will call an all clear and reset the fire panel. Each member of staff should be adequately trained to deal with fire alarms and to use the fire extinguishers. A training session will be organised yearly.

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