

IN THE EVENT OF A FIRE

ACTION ON DISCOVERING A FIRE (OR HEARING CONTINUAL ALARM SOUND)

On discovering a fire sound the alarm – it is the duty of every person to sound the nearest fire alarm immediately if they discover a fire.

Dial 999 – do not assume this has already been done by someone else. Request the Fire Service and give location details: Chiltern Rangers CIC, Kingsmead Depot, 60 Fennels Rd, High Wycombe, HP11 1SL. If possible when you have done this inform Fire Warden / senior member of staff present. Stay on the telephone as a point-of-contact unless instructed otherwise by the Emergency Services.

All to leave the building in a calm and orderly manner using the appropriate emergency escape route and fire exit. Chiltern Rangers Staff are to assist Volunteers and any visitors if required. Do not delay by collecting personal belongings.

Assemble at meeting point in car park at front of depot (if the location of the fire prevents this, assemble in Rear Yard ensuring that all fire doors are firmly shut. Emergency Services are to be made aware of where people are gathered by telephone point-of-contact).

Designated Fire Warden, currently Diana Crawcour (January 2026) or senior staff member on site to supervise / co-ordinate evacuation and to check all staff, volunteers or visitors are accounted for by roll call.

If deemed safe to do so by the Fire Warden or most senior member of staff, Chiltern Rangers Staff may check building / depot areas to ensure they are clear and then close all fire doors on the way out.

Fire extinguishers will only be used if it is deemed safe i.e. there is a clear means of escape or the fire is small. Extinguishers are only to be used by trained Fire Warden.

The Fire Warden or most senior member of staff is to be the physical point of contact with the Emergency Services and will give the following information to the Officer-in-Charge of the first fire appliance to arrive:

- Whether the building / depot area is known to be fully evacuated, whether persons remain in the building or depot area and which areas have not been checked.
- The location of any dangerous substances that may be or become a hazard.
- Where the fire is thought to have started.
- The best route to get to trapped persons or the seat of the fire.

Stay outside – do not attempt to re-enter the building.

Only return to the building when told by the Fire Service it is safe to do so.

Reviewed January 2026 - Diana Crawcour