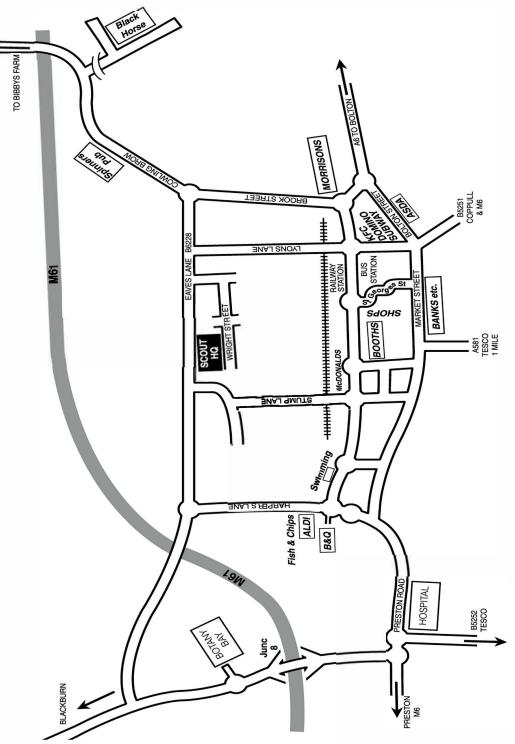


# NOTICES:

Please help us to keep Bibbys Farm a clean and tidy and happy site for all users by abiding with the following.

Please:

- Check in on arrival and sign the fire book
- Settle your account and check out before departure
- Place all bagged rubbish in the big silver bins at point 11 overleaf
- Obtain a clear plastic bag from reception for all your recycling (Paper, card, plastic, glass, metal) and deposit in our recycling bins
- Use alter fires and return after use. Waste ashes to go in the blue ash bin near the wood pile
- Use firewood sparingly
- Use the washing-up area but wipe down after use & remove waste
- No smoking or vaping on-site, please use the smoking shelter point 16 overleaf
- We hold a flagbreak at 09:30 each morning on the Assembly Field
- Don't drop litter & please assist by picking up any you see
- Vehicles MUST keep off all grass areas, stick to site 10mph limit and return to car park after unloading
- Use trolleys to move your kit but return after use



#### EMERGENCY PROCEDURES

### FIRE / EMERGENCY PRECAUTIONS NOTICE

- All visitors must ensure that all passage ways, corridors, staircases and doorways are free from obstruction at all times.
- Self-closing fire resistant doors must not be wedged or hooked open.
- All visitors should ensure that all members of their group know the exact location of all exits.
- All visitors should ensure that they are familiar with the location of their emergency assembly point which is on the Conservation Field (See overleaf)
- No-one should return to the building after or during emergency evacuation until the duty warden gives consent.
- No-one is allowed to leave the assembly point unless permission is given by the duty warden.
- Whilst it is the responsibility of the duty warden to call the emergency services, if he/she is not immediately available the person discovering the fire should call the emergency services. It is the responsibility of visitors to ensure that the duty warden is made aware of any emergencies.

#### UPON DISCOVERY OF A FIRE

- Shout fire
- · Leave the fire area immediately
- Close all doors behind you
- Activate the fire alarm
- · Use the exit to leave the building
- Ask the duty warden to call the emergency services, or call yourself from a safe location

#### UPON HEARING THE FIRE ALARM

- Leave the building immediately using the nearest exit and proceed without delay to the assembly point
- · Close all doors behind you

## CAUTION

- If smoke is thick in the corridor use an alternative exit.
- Or it may be safer to stay in your area close to a window where you can be seen and await rescue.
- Close the door and put a wet towel along the bottom of the door

## STAY CALM AT ALL TIMES

#### CONTACT DETAILS:

Bibbys Farm Scout Camp Site & Activity Centre Charnock Back Lane, Heath Charnock, Chorley Lancashire PR6 9DL

Site telephone: 0300 30 20 007 Emergency Number (Centre Manager) 07792 540560 Grid Ref: SD 604 168 What 3 Words: harder.policy.foods Website: www.bibbysfarm.org.uk Booking Office: booking.office@bibbysfarm.org.uk