



EMERGENCY EVACUATION PLAN

What to do if there is a Fire, Bomb Threat or other problem (electricity failure or burst mains flood).

There will be a Responsible Person (RP) to take charge when there is an emergency to carry out this plan.

If the FSSC social club is open, the RP for the bar and snooker area will be the bar person on duty.

If the FSSC social club is not open, the RP will be the hirer.

For major events or regular users in the building, the hirer will be the RP responsible for the evacuation of their part of the building even if the bar is open.

The RP, whether hirer or bar person, must stay on the premises during the hire period or while the bar is open respectively.

The post code address of these premises is:-

GL2 7HG

The emergency services can only be contacted from a personal mobile (if there is sufficient signal) or by speaking to a homeowner in the immediate vicinity.

This plan tells you:

1. What the RP has to do if there is an emergency.
2. How to warn everyone of the danger
3. How to deal with vulnerable persons and help them escape.
4. How to call the emergency services
5. How to organise the evacuation.
6. What to do when you get to the Assembly Point outside in the car park.
7. About liaison with the emergency services when they arrive.
8. Details of equipment and power supply which may need to be cut off.
9. When you may need extra help.
10. The requirement for a risk assessment in the planning phase, how many stewards you need, and whether you or assistants need extra training.
11. How to reset the Fire Alarm System if it is set off by mistake

1. What the RP should do in an emergency

- a. Sound the fire alarm (if someone has not already done so), or shout "FIRE" if the alarm does not work.
- b. Tell everyone to leave by a safe exit, and go to the Assembly Point in the front car park. It's marked by a green notice on the front wall/
- c. Choose someone with a mobile phone to call 999 from outside the building. If there is no signal, they will have to try one of our neighbours. Keep trying until they get through.
- d. Use a fire extinguisher to fight the fire if it is safe to do so.
- e. Organise a roll call in the car park if possible to check there's no-one still in the building.

f. If you have asked someone to help, make sure that they know what to do.

2. **How people will be warned of the danger**

a. This will probably be the fire alarm sounding. If the fire alarm doesn't work, shout "FIRE".

b. Tell everyone to leave the building as soon as possible.

3. **Vulnerable people**

a. Make a mental note when they arrive of anyone who might have difficulty leaving the building (elderly, disabled, or with poor hearing or sight). Children, especially very young ones, may also need help.

b. If you think these groups will need special help, appoint a helper to see to this.

4. **Calling an emergency service (see also para 1c above)**

When an emergency occurs, the person you've chosen must leave the building and contact the appropriate emergency service calling 999. The emergency service needs to know the following details:

a. This is CADBURY HALL.

b. It's in Lake Lane, Frampton on Severn.

c. It's post code is GL2 7HG.

d. The telephone number of the phone being used.

e. What the problem is, eg, a fire in a store room.

f. Something about the location and landmarks, eg, the roundabout and the school.

5. **Evacuations**

a. Tell everyone.

b. Leave the building by the nearest fire exit and go to the assembly point in the car park by the road. There is a green and white sign there.

c. Tell everyone to keep calm and not run.

d. No-one must go back into the building for any reason whatsoever until the officer in charge of the emergency service says it is safe to do so.

e. Just because the fire alarm stops, this **does not** mean that it is safe to re-enter the building.

6. **What to do at the Assembly Point**

a. The Fire Assembly Point is in the carpark by the road, and is designated by a green and white sign.

b. All attendees should make their way to that area and report to the event organiser for a roll call.

c. At this time notify the person conducting the roll call of any individual to be at the event, whom you have not seen or think is missing.

d. Tell the Senior Officer of the Emergency Service in attendance.

7. **Liaison with the emergency response co-ordinator on arrival and notifying of significant risks**

- a. The individual nominated to contact the required emergency service should provide details of the incident as instructed by the responsible person and as listed in paragraph 3 above.
- b. Upon arrival of the emergency service, the nominated person is to make themselves known to the senior officer attending, and provide local knowledge of the incident as requested.

8. The shutdown of equipment or power supplies that require isolation

The emergency service attending an incident may be in possession of a site map. However, it will be necessary to provide directions to the power cabinets situated in the main corridor, the bar, and boiler room.

9. Identification of organisers with special duties such as Fire Marshals

At the event planning stage, the risk assessment will identify the number of the public expected. A maximum of 200 persons are permitted within the main hall at any one time and fire marshals or stewards should be nominated as appropriate. **Note**, you should work on the basis of approximately one steward for every 50 members of the public for an indoor standing event and one steward for every 150 members of the public where seating is provided at an indoor event.

10. Training that may be required by event organisers and their helpers

During the risk assessment phase of planning an event at Cadbury Hall the responsible person/event organiser/hirer will (1) decide whether they or assistants with special duties require additional training and (2) ensure that any necessary training is completed.

11. Resetting the Fire Alarm System when Activated in Error

In the unlikely event that a call point is activated inadvertently the responsible person should identify the call point which has been activated and reset it. This will be evident by the appearance of the fire alarm point.

- a. To reset the fire alarm, insert the black pin on key bunch 2 into the aperture on the bottom of the fire alarm point. Apply upward pressure until a click is heard; this resets the unit, then remove the pin.
- b. To silence the alarm and reset the system:
 - i. Go to the fire panel on the left hand side of the main lobby.
 - ii. Insert the small key (next to the black pin on key bunch 2) if available into the key slot on the fire panel, rotate it clockwise (to the right) one quarter turn until the associated amber neon is illuminated.
 - iii. Press (1) 'Silence Alarm', (2) 'Reset System'.
 - iv. Rotate key anti-clockwise one quarter turn, and remove it.
 - v. Check all lights have extinguished except the green power light.
 - vi. Report the incident to the booking secretary.

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