

## **Fire Emergency Plan**

A Fire Risk Assessment is in the Policy File and on the website.

### **Warning people of fire**

A verbal warning by shouting fire is sufficient in the building.

Ensure that those in the toilets and changing rooms (if in use) are also aware of the fire.

### **Staff (this includes the Hirer) should:**

- Ensure that they know where the exits are to all rooms in use
- Ensure that they have a means of contacting the emergency services
- Ensure that they know where the assembly point is
- Ensure that they know who is present during their sessions so that they can inform the emergency services whether all occupants have left the building

### **Evacuation**

Evacuation is via the main door and fire doors with the assembly point being by the Play Area.

### **Key Escape Routes**

Fire Evacuation Plans are up in all rooms.

### **Arrangements for fighting fires**

All users of the hall are advised to leave the building and leave fighting any fire to the emergency services.

### **Evacuation of people especially at risk**

All regular hirers should assess whether they have any clients who may need additional support to leave the building and take this into consideration when planning any evacuation.

In the first instance all able bodied people who do not need assistance should be encouraged to leave first followed by anyone needing assistance. Groups may want to designate particular able bodied people to particular vulnerable people.

### **How to call the emergency services**

Dial 999 and ask for the Fire Brigade.

### **Training of staff**

Staff are offered Fire Marshall training as part of their ongoing training.

Regular groups are asked to carry out occasional fire drills for their groups so they are aware of any issues.