

FIRE AND EVACUATION

For each letting agreement there is a nominated fire officer designated by the person arranging the letting.

The nominated fire officer must familiarise themselves with the location of the facilities they are using, fire exits, the nearest phone, fire extinguishers and evacuation meeting point (**grass area by main gates**). *(The caretaker/ Sport Hall Manager will assist with this if required.)*

Procedure Details

- If you discover a fire, however small, please sound the fire alarm by hitting the nearest break glass. Break glasses are normally situated next to emergency exit doors. **Or** inform a member of staff.
- Members of the public should move away from the surrounding area and get into a position of safety, even if the fire appears minor and controllable.
- The Fire Officers should lead the participants of their session through the nearest safe fire exit and check the area they have been using is clear of participants before leaving (closing any doors behind them) and go to the assembly point.
- Participants should not stop to collect their belongings.
- All customers should walk by designated paths away from the buildings to the **grass area by main gates**.
- The nominated Fire Officer should check registers/ team sheets to ensure all participants are present.
- All fire officers must report the presence of their group to a member of staff once on the **grass area by main gates**. They should immediately report any missing person to a member of staff.
- A staff member will sweep the buildings to ensure that a full evacuation has taken place in the event of the alarm sounding. This sweep entails a visual check of rooms. They will ensure the Fire brigade have been called and are directed to the fire and missing persons are reported to them. The staff member also contacts the Site Manager.
- Once the Emergency Services arrive at the site they are in charge of the incident, no one must re enter the building until the Chief Fire Officer gives permission.
- After a fire, it is the Chief Fire Officer's responsibility to give permission to re enter the building.

Re-admittance of Public (if applicable)

- Users shall be re-admitted to change or continue with their activity (as appropriate) by the Chief Fire Officer.
- The Community Assistant/ member of staff shall decide how to re-introduce the programme and will co-ordinate the activities.

If re-admittance is not possible

- The Duty staff will collect a list of all the customers affected.

After the Incident

Duty Staff are to complete Incident Report Form. You may be required as a witness.