

FIRE EVACUATION PLAN

General Emergency Evacuation Plan for:

Everton Sports & Community Pavilion, Frys Lane, Everton, Hampshire, SO41 0JY

Plan date: 24/04/24

Review date: 24/04/27

Sound of the alarm

The sound of the alarm will be:

A continuously beeping smoke/heat alarm and/or a shouted warning

Raising the alarm

In the event of a fire:

If the fire is discovered by a member of the pavilion management committee, or the main hirer, or a visitor notifies the main hirer of a fire, the alarm will be raised by commencing a shouted warning

Action committee members or hirers should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- If present, the chairperson or any other member of the management committee will take charge and lead in the fire evacuation
- If no member of the management committee is present, the lead hirer will take charge and lead in the fire evacuation
- Dial 999 and request attendance by the Fire Service. Management Committee member or lead hirer gives their name, name of building, building address (as detailed above), contact number and details of fire
- Management committee member or lead hirer will commence evacuation of the building, ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating
- Separate Personal emergency evacuation plans (PEEPs) will be put in place for known regular users with additional needs, if required
- Management committee member or lead hirer to sweep building to ensure all areas are clear if safe to do so and ensure all doors are closed on the way out
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are electricity: cupboard in lobby area; gas: in boiler/cleaner's cupboard in kitchen
- Management committee member or lead hirer to ensure nobody re-enters the building until confirmed safe by the Fire Service
- Meet at assembly point at Frys Lane entrance to pavilion car park and check all contractors and users are accounted for
- Management committee member or lead hirer to liaise with Fire Service upon their arrival

Escape routes

The escape routes from the building are:

1. Double fire doors out of main hall
2. Front entrance door from lobby
3. Side door out of small meeting room

Fire assembly point

The assembly point is: At the Frys Lane entrance to the pavilion car park

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Those present feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape and the fire is small

PERSONAL SAFETY ALWAYS TAKES PRIORITY AND, IF IN ANY DOUBT, THOSE PRESENT SHOULD NOT ATTEMPT TO EXTINGUISH A FIRE

Location of key safety hazards or other fire related equipment

- Gas supply shut off: boiler/cleaner's cupboard in kitchen
- Mains fuse box: cupboard in lobby area
- Mains water inlet: cupboard beneath sink in kitchen

Responsibilities

For ensuring the plan is up to date: Pavilion Management Committee chairperson Toby Sears

For ensuring management committee members and regular hirers are aware of the evacuation plan and of their roles and responsibilities: Committee member Linda Sears