

New Milton Community Centre Fire Emergency Evacuation Plan

This action plan is to be adopted by all Hirers, Contractors and Volunteers and Employees

General Information:

Fire Extinguishers are located at agreed points around the building and all parties should make themselves aware of their locations. A Specialist Contractor checks these annually. If anyone notices that an appliance appears to have been tampered with it should be reported to Bob Stevens or a member of the Executive Committee immediately.

There is a complete **Fire Alarm system** in place throughout the building and a Specialist Contractor maintains the system. The Caretaker carries out regular alarm tests.

All hirers/event organizers are made aware of this procedure and they have a responsibility to ensure they are aware of the **Fire Evacuation Plans** in their room and the relevant escape routes. They are also required to **appoint a person to be responsible for managing an evacuation** of their event. They are also required to complete an **Attendance record** at every meeting to ensure they have a record of names and numbers of attendees in case of accident or emergency.

WHAT TO DO WHEN FIRE ALARM SOUNDS

Receptionists have an important role to play in the event of a fire.

- One Receptionist checks the Fire Alarm panel located on the wall outside Reception Room to identify where the alarm is coming from.
- Receptionist to try to ascertain if it is a false alarm or minor fire before calling 999.
- If a real fire that cannot be dealt with locally the other Receptionist should call the Fire Services on 999. Advise them of location of fire if known and that the building is being evacuated.
- The Lift should be immobilized by the key No 58 in the inner lift
- Both Receptionists to don the hi-viz waistcoats to enable them to be seen as fire wardens.
- Ensure that all persons within the building are directed to the nearest fire exit and instructed where the Assembly point is.
- One Receptionist should stand at the car park exit and direct evacuees to the **Assembly point in the next-door public car park in Spencer Road. Cars must not be removed from the car park**
- The other Receptionist should collect together the diary sheet, site plans and visitors log and meet the centre users at the Assembly point to check off lists etc. and try and identify any missing persons/ groups or any persons left in places of safety.
- Report to the Chief Fire Officer on arrival and notify him if the building is clear or whether it is suspected that persons are missing. Also advise them of any persons remaining in Places of Safety on the fire escapes.
- Telephone H&S Officer Bob Stevens on 01425 838413 to advise him of situation.

Hirers and Contractors are responsible:

- For ensuring that the **appointed person** oversees the evacuation of all persons attending their activity or workplace.
- Checking against their **Attendance sheets** that all persons are accounted for and confirming this to the Receptionist at the Assembly point. They should also advise if any vulnerable persons have been left at the designated Places of Safety.
- Ensure that persons do not stop to collect belongings and do not attempt to remove cars from the Centre car park.
- **DO NOT ATTEMPT TO RE-ENTER THE BUILDING UNTIL GIVEN ALL CLEAR BY THE CHIEF FIRE OFFICER**
- **Reviewed and amended 14th January 2020 R J Stevens**