



Emergency Evacuation Plan and Guide to Fire Safety for Farnsfield Village Centre, New Hill, Farnsfield, NG22 8JN

The purpose of this emergency plan is to ensure that people in the Village Centre know what to do and can evacuate safely in the event of a fire or emergency incident.

This emergency plan is based on government guidelines and is to be read, understood, and followed by all staff, councillors, contractors, and those in charge of groups so that they are aware of their responsibilities for safety. The emergency plan forms part of the terms and conditions of hire and a signed copy must be returned to the booking clerk, before hire, to indicate acceptance.

The Village Centre is provided with a comprehensive electrically operated fire alarm and detection system which is remotely monitored. In the event of the alarm being triggered a phone call is made to the persons on the call out list in order until contact is made. Once a fire is confirmed the person contacted will make sure the fire service is called.

Our risk assessment has identified that the upper floors of the Village Centre are not suitable for non-ambulant (wheelchair bound) persons due to the limitations of the exits and therefore wheelchair bound persons are restricted to our ground floor.

Overview of responsibilities in relation to this plan

Farnsfield Parish Council is responsible for keeping this plan up-to-date, for ensuring that the premises are compliant with fire safety regulations and that this plan is being followed.

The Clerk as the nominated member of staff responsible for Fire Safety is responsible for

- Ensuring that the list of contacts for the fire alarm monitoring is up to date.
- Ensuring that the findings of the Fire Risk Assessment are shared with staff.
- Ensuring that fire drills are completed and are recorded in the Fire Safety Log.
- Ensuring that contractors working on site have received this plan.
- Making sure that staff training takes place and is recorded in the Fire Safety Log. Fire safety training is given to new employees, is refreshed periodically and will include
 - General fire awareness on how fires can start and develop such as the risk from cleaning chemicals and storage of combustible materials.
 - An understanding of the fire alarm system and how to avoid false alarms.
 - The importance of keeping fire doors shut and of maintaining clear exit routes.
 - The evacuation procedures and the location of the assembly point.
 - Location of fire extinguishers and their use and of exits and emergency routes.
 - Actions to be taken on discovering a fire including how to raise the alarm.
 - Actions to be taken in the event of a fire alarm sounding.

The Village Centre is not staffed and does not have fire wardens. Rooms are hired out and it is the host or the person in charge of the group who is responsible for the safety of anyone attending their event or session. The person in charge of the group or event has a legal duty with regards to the safety of those persons assisting at or attending the event.

The person in charge of a group must make sure that a Personal Emergency Egress Plan (PEEP) is prepared in consultation with the individual and with Farnsfield Parish Council for any-one that needs help in getting out of the upper floors of the premises, bearing in mind that if there is a fire the ramp access at the rear of the premises might not be accessible from all parts of the premises.



Before the event the person in charge should make themselves aware of the emergency procedures detailed below. They should make sure they know the limitation on the numbers of people allowed at the event and should have made provision to monitor the numbers by, for example, issuing numbered tickets or using an attendance clicker. They should consider if any help or training is needed in following the procedures and evacuating the premises.

At the start of the event or function the person in charge should check that all escape routes are clear of obstructions and combustibles and that fire exits can be opened and tell those present

- That smoking, including electronic cigarettes, is not allowed inside or outside.
- Who is in charge (yourself or your nominee) and who will call emergency services.
- That in the event of a fire or emergency incident an audible alarm will sound and the strobe lights will flash and that if this fails you will shout FIRE, FIRE instead.
- That in the event of the alarm sounding or the strobes flashing they should walk to the nearest fire exit (point the exits out), leave the premises and proceed to the assembly point taking only valuables immediately to hand.
- The location of exits and escape routes and the assembly point.
- Not to reenter the premises until the Fire & Rescue Service give their permission, even if the alarm has stopped.

During the event or function the person in charge should ensure that

- Escape routes and exits do not become blocked.
- Fire doors must be kept shut as they are important for containment of fires. Dorguard™ mechanisms are installed on some doors and this allows the door to be held open legally. The Dorguard™ will release when the fire alarm sounds and the fire door will close. Please note that loud music can also cause the Dorguard™ to release. Doors should never be wedged open.
- No smoking, no electronic cigarettes and no flares or fireworks policies are adhered to.
- No naked flames are started (unless authorised e.g. candles) and where naked flames are present that combustible material is kept clear.
- The limitations on the number of persons are adhered to.
- Noise levels cannot drown out the fire alarm.

Emergency Procedure

IF IN DOUBT – GET OUT! DON'T ASSUME IT'S A DRILL

Fire Action Notices are sited adjacent to every manual fire alarm call point and emergency exit with the location of the assembly point and instructions on what to do on the discovery of fire or hearing the fire alarm.

If you discover smoke or flames raise the alarm by breaking the glass in the nearest fire alarm call points. The alarm will sound automatically. If it fails shout **FIRE FIRE**.

Make a 999 call. The Fire and Rescue Service will ask the name of the person making the call and a contact phone number the premise name and address and brief details of the incident if possible.

The main purpose of the fire extinguishers provided around the premises is to assist with the means of escape where the route is impeded by a fire. Although you may be trained in the use of fire fighting equipment, you are NOT expected to fight fires.



In a loud clear voice ask people to leave the premises by the nearest safe exit. If you can, close windows and doors as you go. Do visual checks for anyone who may need help, especially less able people and unaccompanied children, and direct others to provide assistance. Quickly check the toilets, landings and corridors, stage and kitchen areas but consider your own safety at all times and refrain from taking unnecessary risks.

Go to the assembly point at the junction of **New Hill and Chapel Lane** and try to establish if everyone is accounted for. Go yourself or send someone to the main entrance to meet the fire service and await further instructions.

Treat all alarms as an emergency until the hazard status has been confirmed otherwise by the person who operated the alarm or by someone in authority. The Fire & Rescue Service will attend and someone will need to meet them. The following procedures are to be followed in the event of a false alarm and will be coordinated by the person in charge

- The alarm signals will be left activated until the premises have been evacuated.
- The person in charge will inform the Fire & Rescue Service that the alarm is false.
- On arrival of the Fire & Rescue Service, follow their instructions.

The alarm panel should only be reset on authority of the Fire & Rescue Service.

After an incident

The person in charge or their nominee should meet the emergency services and inform them of any risks known to them such as highly inflammable materials

Gas and electricity supplies may need to be isolated to prevent re-ignition. The gas cut off is in the Library Annex, Room 1. The electricity cut off is in the Library Annex, Room 2. Keys to these rooms are in emergency key safes outside the relevant room.

If needed, engage contractors to shore up unsafe structures and secure the premises.

Additional welfare, medical and catering arrangements may have to be provided where possible to alleviate the distress caused to staff, visitors or relevant persons with particular regard to children and anyone vulnerable.