



## Fire Evacuation Plan

### INTRODUCTION

An outbreak of fire anywhere within the premises has the potential to cause risk to life and property. The emergency procedures provided within this document set out the actions that occupants should take in the event of a fire emergency. The purpose is to ensure that people know the key actions to carry out in the event of fire and know what to do to safely evacuate the premises. All occupants using the building should follow this procedural document as a minimum.

Nominating key people to assist during emergencies will be necessary to carry out the key duties listed within this document. The number of people nominated to assist will relate to the size of the event and the expected number of people using the building.

### KEY EMERGENCY TELEPHONE NUMBERS

<b>Emergency Services:</b>	<b>Fire Officer / Fire Wardens:</b>
999	<b>Fire Officer</b> Dave Ruffett, 07858 154457  <b>Fire Wardens</b> Carole Ingarfield, 07926 356043 Lynne Bishop, 07815 101961 Gary Brewer, 07774 343758

### LOCATION OF MAIN SERVICES FOR ISOLATION

#### **Location of Mains Electrical Services:**

In bar, high up to right of serving hatch



# Newport Pagnell Bowling Club

## Location of Mains Water Isolation Valve:

By car park gates

## FIRE ACTION NOTICE

### On discovering fire

1. Raise the alert by immediately **shouting "fire"** and/or by **sounding the fire horn** (near the main door, inside the clubhouse).
2. Immediately leave the building using the nearest and safest exit. Do NOT collect possessions.
3. Report to **Fire Assembly Point** in the **car park**.
4. Ensure the emergency services have been summoned via **999**. Postcode = MK16 9AA  
what3words = giraffes.office.breath
5. Once at the Fire Assembly Point, try to account for any missing people.

### On hearing the shouted warning of "fire" or the fire horn

1. Immediately leave the building using the nearest and safest exit. Do NOT collect possessions.
2. Report to the **Fire Assembly Point** in the **car park**.
3. Ensure the emergency services have been summoned via **999**. Postcode = MK16 9AA  
what3words = giraffes.office.breath
4. Once at the Fire Assembly Point, try to account for any missing people.

## IMPORTANT



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- Treat all alerts as genuine and leave the building immediately, assisting any people in your care as necessary.
- Close doors to the rooms or area of fire if safe to do so.
- Meet the emergency services in the car park and provide information about missing people and the cause / location of the fire.
- Do not re-enter the building until it confirmed safe to do so by key personnel or the emergency services.
- If present, the Fire Officer will take charge of the situation. Failing that, a Fire Warden will assume control. Failing that, any Club member will take charge.

## **EVACUATION OF PEOPLE REQUIRING ADDITIONAL ASSISTANCE**

People who use a mobility aid or who have significant visual, hearing or cognitive impairment are required to nominate an accompanying adult who will assist them in an emergency evacuation. People who use a mobility aid should request that the double doors leading into the clubhouse remain unbolted whilst they are in the clubhouse.

Children are considered high risk and should be assisted by their accompanying parent / guardian during an emergency evacuation.

## **FIRE EVACUATION DRILLS**

Fire evacuation drills will be conducted at least once per 12-month period. Drills may be arranged to take place at any time and will be carried out as realistically as possible with the aim to test emergency procedures.

## **NOMINATED PERSONNEL**

The Club has appointed a (*trained*) Fire Officer and (*trained*) Fire Wardens. If onsite, one of these people will assume the role of Fire Evacuation Co-ordinator and lead fire safety duties in emergency situations. Failing that any Club Member will assume responsibility.



# Newport Pagnell Bowling Club

## **FIRE EVACUATION CO-ORDINATOR:**

Fire Officer, any Fire Warden, any Club Member

### **Duties:**

- Confirm the 999 call has been made
- Confirm the approximate location of the fire
- Confirm the building is clear of all occupants
- Meet the emergency services on arrival
- Give the signal to re-enter the building

Note: The Fire Evacuation Co-ordinator will be located at the closest safe point to the entrance to the building during emergency evacuations.

## **GENERAL FIRE SAFETY GUIDANCE FOR ALL MEMBERS**

All Members have a duty under health and safety legislation to not endanger themselves or others and must take appropriate care to reduce the likelihood of a fire starting within the Club's buildings or grounds, including malicious fire setting. Members must follow the Club's safety procedures and report any issues in relation to fire safety, or general safety, to the Club Secretary or Fire Officer. As a guide the appropriate practices to follow are:

### **Housekeeping**

- Avoid storing combustible materials near sources of heat
- Keep escape routes clear of all items
- Ensure rubbish is removed regularly

### **Electrical**

- Ensure plug sockets and extension leads are not overloaded
- Ensure trailing cables are free from damage or distortion
- Ensure heat generating equipment has sufficient ventilation and that combustible items are not in direct contact



# Newport Pagnell Bowling Club

Note that portable and fixed electrical equipment is tested annually by an external competent person(s). Emergency lighting is inspected monthly by fire/maintenance team members and annually by an external competent person(s). Fire-fighting equipment is inspected monthly by fire/maintenance team members and annually by an external competent person(s). Smoke and heat detectors are inspected monthly by fire/maintenance team members. Records of inspections and tests are maintained in a Logbook in the clubhouse.

## Smoking

- ☐ Smoking is not permitted within any Club building – people wishing to smoke must do so only in the designated areas

## Heat Generating Activities

- ☐ Heat generating activities such as welding, soldering and grinding should be subject to risk assessment prior to starting the task

## Storage & Use of Dangerous Substances

- ☐ Substances labelled explosive, oxidising, extremely flammable, highly flammable or flammable or any dust which can form an explosive mixture with air or an explosive atmosphere should be risk assessed, and appropriately used/stored

END