

Fire and Emergency Evacuation Action Plan

Club Name: **Chadderton Park Community Sports Club**

Address: **Chadderton Fold, Kiln Lane, Chadderton**

Postcode: **OL1 2RR**

1. The action members should take if they discover a fire

Immediately alert others by shouting "FIRE" and identify the location.

Attack the fire if possible, with the extinguishers available, without taking personal risks.

2 How will people be warned in there is a fire

Members in attendance or other present will shout out "FIRE".

3. How the evacuation of the building will be carried out

Everyone in the building should leave the building by the exit and report to the assembly point at the perimeter exit adjacent to the Church Inn pub car park.

4. Identification of escape routes

The exit door or kitchen window serving hatch can be used as escape routes.

5. Fire fighting equipment provided

Fire extinguishers are located in circulation areas and near fire exit doors.

6. Duties and identity of members with specific responsibilities in the event of fire.

On hearing the alarm:

The club team Manager or club representative using the facility will usher visitors out of the building and assemble at the assembly point. They will ensure:

The areas are cleared of people (including the disabled toilet)

The Fire and Rescue Service is called.

A roll call is made to ensure everyone is out.

No one re-enters the building until advised that it is safe to do so by the senior Fire and Rescue officer present

7. Arrangements for the safe evacuation of people identified as being especially at risk, such as children and young persons , those with disabilities, members of the public and visitors.

Visitors: The Club team Manager or club representative must take responsibility to ensure visitors leave the building by the nearest exit.

Children & Young Persons : any young person at the club under the age of 18 years should not hold any responsibility for fire evacuation and must be treated the same as a visitor to the club.

People with disabilities: The club team manager or club representative will ensure such individuals are evacuated.

8. How will the Fire and Rescue Service and any necessary emergency services be called and who will be responsible for doing this.

On hearing the alarm the Club Manager or club representative will Dial 999 and ask for the Fire and Rescue Service or other emergency service as appropriate.

9. Procedures for liaising with the Fire and Rescue Service on arrival and notifying them of any specific risks, information.

The Club team Manager or club representative or other member designated by them will liaise with the Fire and Rescue Service on their arrival.

10. The following arrangements will be made for members using the facility.

All members are to be made aware of these procedures by club secretary.

January 2019