

## Slindon Parish Council



### Emergency Evacuation Plans for Slindon Pavilion

- 1 The action to be taken in the event of a fire.  
Immediately operate the alarm call-point by the entrance.
- 2 How people will be warned in the event of a fire.  
Slindon Pavilion contains a self-contained howler fire alarm system with a manually operated alarm call-point by the main entrance.
- 3 How the evacuation of the building will be carried out.  
Everyone in the building should leave the building by the closest designated fire exit and report to the marked assembly point in the car park, clear of the pavilion.
- 4 Identification of escape routes.  
Marked fire exits to front and rear of building to be used as escape routes.
- 5 Firefighting equipment provided.  
A fire blanket is available in the kitchen.  
Do not attempt to put out a fire unless you have been trained in the use of a fire extinguisher, exit the building immediately and call the fire brigade.
- 6 Duties and identity of those with specific responsibilities in the event of fire.  
***On hearing the alarm:***  
The designated fire warden or the named "Hirer" will usher occupants out of the building and assemble at the assembly point. They will undertake a sweep of the building to ensure it is empty or undertake a roll call. Dial 999.
- 7 Arrangements for the safe evacuation of those specifically identified as at risk  
**Visitors:** The event host must take responsibility for any visitor they may have and ensure they leave the building by the nearest fire exit.  
**Contractors:** Must be given information about fire procedures and leave the building at the nearest exit. No hotworks are permitted without a licence.  
**People with disabilities:** Specific arrangements may need to be made for those with disabilities.

- 8 How will the Fire Brigade/emergency services will be summoned.  
On hearing the alarm, the Fire Warden or named "Hirer" will Dial 999 and ask for the Fire Brigade or other emergency service as appropriate.
- 9 Procedures for liaising with the Fire Brigade on arrival  
Fire Warden or named "Hirer" will liaise with the Fire Brigade on their arrival.
- 10 Training  
Regular users/Nominated Fire Wardens: Fire Drills at least once a year in conjunction with the Clerk.  
  
Regular users/Nominated Fire Wardens : Fire briefing once a year held in conjunction with fire drill). Record of training to be kept within Fire Manual.