

# Fire Evacuation Plan - Hall

Premises address:

St Martins Scouts And Guides Headquarters

Rear of St John Chandler Hall, Church Road, Epsom, Surrey, KT17 4AB

Plan date:

November 2024

## Sound of the alarm

The sound of the alarm will be:

A two tone siren

## Raising the alarm

In the event of a fire:

- If the fire is discovered by a leader/ event organiser or anyone advises them of a fire, the alarm will be raised by: activation of the nearest manual call point
- If fire is detected by automatic detectors, this will trigger the fire alarm

## Action that should be taken on hearing the alarm

The following actions will be taken upon the fire alarm being sounded:

- The person in charge of the event will lead in the fire evacuation
- They will dial 999 and request attendance by the Fire Service
- They will give their name, name of building, building address (as detailed above), contact number and details of fire
- They will pick up any register of attendees (depending on the event)
- Everybody will commence evacuation of the building – ensuring this is done in a calm and orderly manner
- Any 'Personal Emergency Evacuation Plans' (PEEPs) that are in place for attendees of your event will be implemented
- Leaders/ event organisers to sweep building to ensure all areas are clear (including toilets, kitchen, and where the event has access, also meeting/ store rooms) if safe to do so and ensure all doors are closed on the way out

- If safe for leaders/ event organisers to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below
- Leaders/ event organisers to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly point and check all contractors and event attendees are accounted for
- The person in charge to liaise with Fire Service upon their arrival

### **Escape routes**

The escape routes from the building are:

- Double fire exit doors at the front of the main hall
- Single fire exit door at the rear of the main hall
- Single fire exit door in the Patrol Leaders room

### **Fire assembly point**

The assembly point is:

- Church Road, ensuring the drive is kept clear [Assembly Point sign]

### **Fighting fires – Extinguisher use**

Fire extinguishers will only be used where:

- Leaders/ event organisers have received training, hold a valid Certificate and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

*Personal safety always takes priority and, if in any doubt, no one should attempt to extinguish a fire*

### **Location of key safety hazards or other fire related equipment**

Gas supply shut off:

- Ladies toilet, under the sinks

Mains electricity cut off point:

- In the electrical cupboard, in the kitchen

Mains water inlet:

- Ladies toilet, under the sinks

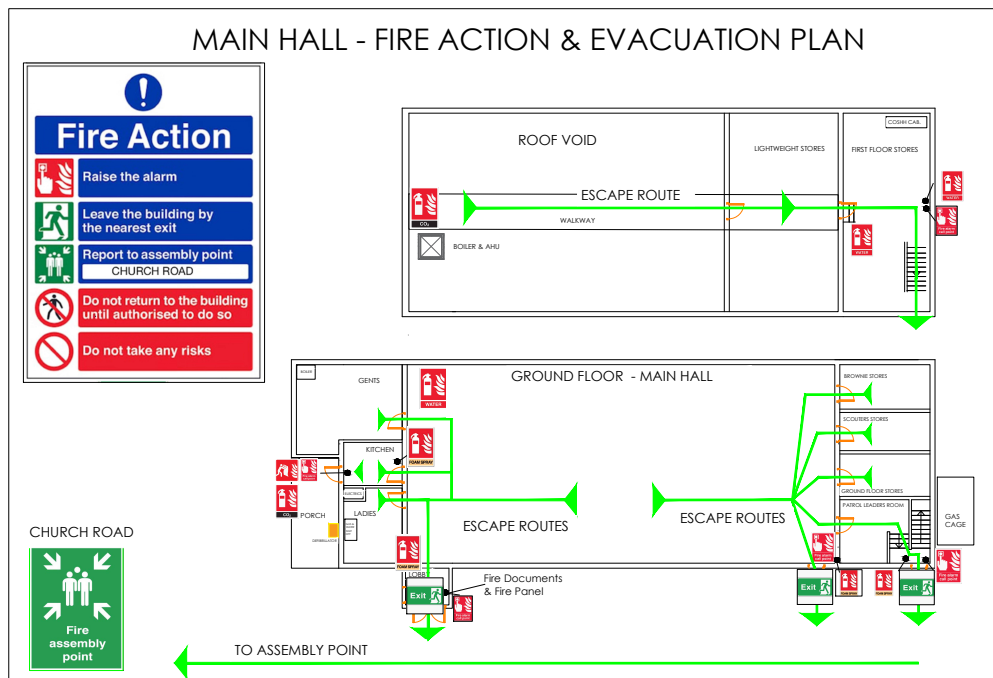
Gas cylinders (Butane and Propane):

- Behind the hall, in an external cage

Location of fire alarm panel:

- Internal lobby, by the front door and double fire doors

Location of fire related equipment:



**Number of leaders/ event organisers needed to carry out evacuation plan**

To implement the evacuation plan:

- A minimum of 2 people is needed

### **Equipment needed to effect the emergency plan**

- Mobile phone
- Register of Attendees (if applicable)
- Torch/ light on mobile phone (if applicable)

### **Variations to plan**

If the Forge (the separate building behind the Scout Hall) is also being used a leader/ event organiser should ensure that their leader/ event organiser is aware and their building is also evacuated (as the only route to the Fire Assembly point is past the Scout Hall)

### **Back up arrangements**

If the fire alarm fails to operate, a leader/ event organiser will either make short blasts on a whistle or shout 'fire' until the building is fully evacuated

### **Responsibilities**

For ensuring plan is up to date:

- The Trustee Board

For ensuring adequate people are on duty to carry out the evacuation plan:

- The event leader/ organiser

For discharging their responsibilities to leaders/ event organisers on the evacuation plan and in their roles and responsibilities:

- The Trustee Board