

# FIRE / EXPLOSION EVACUATION PROCEDURE FOR OUTDOOR SPORTS FACILITIES

# ON DISCOVERING A FIRE

1. Operate the nearest fire alarm point. Fire Alarms in a number of Council buildings contact the Fire Service automatically. However, if safe to do so a follow up telephone call must also be made to the Fire Service by the person discovering the fire informing the Fire Service of the location of the fire.

**Note: Warwickshire Fire & Rescue Service will not attend to an automated alarm unless they receive a telephone call confirming the fire emergency.**

1. **ONLY IF IT IS SAFE TO DO SO** Only trained personnel to tackle the fire with the appropriate firefighting equipment provided.
2. All personnel should leave the building through the nearest fire exit and make their way to Assembly Point as shown in the attached plan

# ON HEARING THE FIRE ALARM

1. All persons, other than those with specific fire routine duties to perform, should leave the building using the nearest exit and meet at the Assembly Point for the facility as shown on the attached plan.
2. Everybody should use the nearest and best available route and not use any route they consider to be unsafe.
3. The responsible person must ensure that everybody in their charge are quickly evacuated from the building.
4. If **safe** to do so staff will:
* Check all occupied accommodation to ensure that no-one remains in the building, including toilets, when the alarm is sounded.
* Assistance will be given to any disabled person in the facility at the time of the emergency to leave the building.

See attached plan indicating the required areas to conduct a visual check during an evacuation.

1. Everybody must be directed to the relevant Assembly Point as shown in the plan provided. No-one should re-enter the building until deemed safe to do so by the Fire and rescue Service.
2. Staff should make reasonable steps to ensure emergency service vehicles are able to get within close proximity to the building.
3. Staff must inform the Fire & Rescue Service, when they arrive, if anyone is apparently known to be in the building.

In the event of an evacuation (that is not a drill), the Fire Service will investigate the source of the alarm trigger and the building **MUST NOT** be reoccupied until the Fire Service has confirmed that the building is safe to re-enter.

# APPROPRIATE BEHAVIOUR:

* CLOSE ALL DOORS AND WINDOWS BEHIND YOU IF POSSIBLE AND IF THIS WILL NOT IMPEDE YOUR SPEEDY EXIT
* DO NOT STOP TO COLLECT PERSONAL BELONGINGS OR TO SWITCH OFF COMPUTERS ETC.
* DO NOT SHOUT OR RUN
* DO NOT USE THE LIFT
* DO NOT PROP OPEN FIRE DOORS
* PLEASE FAMILIARISE YOURSELF WITH THE POSITION OF FIRE ALARM POINTS, ASSEMBLY POINTS AND FIRE FIGHTING EQUIPMENT.

**RESPONSIBLE MEMBER OF STAFF FOR THIS BUILDING:**

Name: Warren Grubb

## Contact Number: 07825 104467

**BUILDING MANAGER:**

Name: Manoj Sonecha

Contact Number 01926 456221