

FIRE AND EMERGENCY EVACUATION PROCEDURES

This document details the fire and emergency evacuation procedures for the whole of Auchterarder Primrose AFC Pavilion. Users should ensure that they are familiar with these procedures and act upon the requirements.

DATE OF LAST UPDATE: JANUARY 2023

DATE OF NEXT REVIEW: OCTOBER 2023

1. ACTION WHEN A FIRE ALARM IS RAISED (by smoke alarm or voice)

- Leave by the nearest fire exit, taking any visitors with you.
- Do not delay your exit to collect belongings.
- If the situation occurs where a pavilion user with a disability needs help in leaving the premises, the person responsible for the group will ensure that they receive help, and that they can leave the building appropriately. (The emergency exit from the 'Community Area' has an external ramp.)
- Close doors behind you wherever possible and safe to do so without delaying your safe exit.
- Go immediately to the Assembly Area (grass area immediately in front of the football pitch) and ensure that all persons are accounted for.
- **Do not re-enter** the building until the all-clear is given.

2. ACTION ON DISCOVERING A FIRE

- Raise the alarm without delay by shouting **"FIRE, FIRE, FIRE"** continuously and instruct everyone to leave (where possible) by the front door, or an emergency exit, calmly and quickly.
- If trained in the safe operation of the available fire-fighting equipment, and only if it is safe to do so, attempt to extinguish the fire. Fire-fighting equipment is stored in the kitchen area (fire blanket) and next to the main entrance to the left of the double doors (fire extinguisher).
- Report directly to the Assembly Area (grass area immediately in front of the football pitch), ensuring that you complete a sweep of any areas you move through for anyone who may still be inside.

3. SUMMONING THE FIRE & RESCUE SERVICE

- Your immediate priority is evacuation of the building.
- When safely outside, call the fire and emergency services from the Assembly Point.
- Upon their arrival, the person in charge (lead instructor/hirer) will liaise with the fire service representative and hand over any relevant documentation, including the fire risk assessment, and plans of the building (in dedicated folder).

4. ROLL-CALL

- The lead instructor/hirer will do a roll call at the Assembly Point to check numbers and to ensure that no persons (instructors, students, visitors) are left inside the building.

5. FIRE DRILLS

- Fire drills should be carried out once a year.
- ACSR will not inform a lead instructor/hirer in advance of any drill, to maintain authenticity.

6. FIRE MARSHAL PERSONNEL (Instructor/hirer/ACSR Appointed Person)

- While exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated, including toilet areas.
- Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand.
- If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered to an exit – not just pointed in the general direction of one.
- Do not delay your own evacuation if you encounter somebody who refuses to leave.

7. VISITORS AND CONTRACTORS

- In the event of a fire evacuation the person hosting the visitor/contractor is responsible for escorting them to the fire assembly point. Contractors working on the premises should be informed of the fire and emergency procedures that apply including:
 - action to be taken on hearing the fire call or discovering a fire,
 - fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures,
 - the location of firefighting equipment and fire alarm call points in relation to the area of their work.
- The risk of fire arising out of the work of any contractor at the premises should be assessed and appropriate precautionary measures put in place.

8. EVACUATION ROUTES

- Evacuation routes will be kept free from obstruction and adequately and clearly marked. Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

9. FIRE-FIGHTING EQUIPMENT: PERIODICAL CHECK

- Fire-fighting equipment will be examined at least once a year and replaced when expired.

