

Silloth Community Hall Fire Emergency Plan

The aim of the plan is to ensure that in the event of fire everyone is sufficiently familiar with the action they should take to ensure that the Silloth Community Hall can be safely evacuated.

Section 1: Premises information

Site Name	Silloth Community Hall										
Address of the premises with respect to which this Fire Emergency Plan relates:	Petteril Street Silloth Cumbria CA7 4EA										
Owner of the Premises	Silloth-on-Solway Town Council										
The use or uses of the premises covered by the Fire Emergency Plan:	Events, meetings, activities and social gatherings										
Fire warning/suppression arrangements:	<table border="0"> <tr> <td>Is there an Alarm System fitted?</td> <td>Smoke detectors</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Audible sound • Links to /Fire Brigade </td> <td> <ul style="list-style-type: none"> Yes No </td> </tr> <tr> <td>Emergency lighting</td> <td>Yes</td> </tr> <tr> <td>Fire suppression</td> <td></td> </tr> <tr> <td> <ul style="list-style-type: none"> • Sprinklers • Gas • Fire extinguishers </td> <td> <ul style="list-style-type: none"> No No Yes </td> </tr> </table>	Is there an Alarm System fitted?	Smoke detectors	<ul style="list-style-type: none"> • Audible sound • Links to /Fire Brigade 	<ul style="list-style-type: none"> Yes No 	Emergency lighting	Yes	Fire suppression		<ul style="list-style-type: none"> • Sprinklers • Gas • Fire extinguishers 	<ul style="list-style-type: none"> No No Yes
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Emergency lighting	Yes										
Fire suppression											
<ul style="list-style-type: none"> • Sprinklers • Gas • Fire extinguishers 	<ul style="list-style-type: none"> No No Yes 										
The number of people likely to be present (staff, public etc) and their location:	Up to 60 members of the public are likely to be present throughout the building. A number of other third parties, building contractors (from time-to-time) are likely to be found in the building.										

Persons who are especially at risk:	<p>Is there normally someone onsite who is especially at risk? Yes</p> <p>Personal emergency evacuation plan for disabled people / those with special requirements will be conducted for individuals</p>
Ability of people present to escape without assistance:	<p>Are the means of escape facilities provided within the building considered sufficient for all persons present to evacuate the premises within three minutes without assistance. Yes</p>
Presence of outside contractors, visitors:	<p>All contractors and visitors shall be briefed on the fire arrangement by their host.</p> <p>Who is responsible for ensuring they are evacuated – fire wardens / visitors contact? Visitors contact</p>
Specific arrangements, if necessary, for high fire risk areas of the building:	<p>List areas of high fire risk</p> <ul style="list-style-type: none"> - Kitchen
Section 2: Roles and Responsibilities	
Nominated Fire Officer duties and roles:	<p>The site Fire Officer is the host of the event or a designated member of the Town Council Tel: 0777 5686857</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Ensuring fire emergency plan is maintained. • Ensuring alarms are tested and records maintained. • Ensuring records are maintained. • Ensure fire wardens are appointed (if necessary) for larger events. • Be responsible for co-ordination in the event of a fire and implementation of this emergency plan. • Report fires and carry out an investigation. • Conduct regular fire safety inspections of the building

<p>Nominated Fire Wardens duties and roles:</p>	<p>Persons may be appointed as Fire Wardens and larger or more hazardous events.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Clearing their designated area of personnel • Reporting their area is clear to the Nominated Fire Co-ordinator at the fire assembly point.
<p>Section 3 – Fire Procedure</p>	
<p>If you discover a fire you must:</p>	<ul style="list-style-type: none"> • Raise the alarm by operating the nearest fire alarm call point. • Assist any personnel who need help. Inform the Nominated Fire co-ordinator.
<p>If you hear the fire alarm you must:</p>	<ul style="list-style-type: none"> • Assist any personnel who need help • Leave the premises by the nearest available exit, closing all doors behind you. • Report to the assembly point: <ul style="list-style-type: none"> - In the car park at the front of the building • Do not stop to collect personal belongings. • Do not shout or run - this may cause panic.
<p>Your responsibilities</p>	<ul style="list-style-type: none"> • You must know how to find the escape routes provided. • You must know how to operate the fire alarm.
<p>Section 4 Communications</p>	
<p>The following personnel will be contacted in the event of a fire</p>	<p>Tel: 0777 5686857</p>
<p>Procedures for liaising with the Fire Brigade:</p>	<p>The Nominated Fire Co-ordinator will be responsible for determining whether the fire brigade is required. If they are, they should provide the following information:</p> <ul style="list-style-type: none"> • how many persons are still in the building, if any. • any dangerous substances stored in the building that are likely to become involved • where the seat of the fire is thought to be located; and • the best route to get to trapped persons or the seat of the fire

Turning off services:	The Nominated Fire Co-ordinator is responsible for understanding how to turn services off to the building and coordinating this with those competent to do so.
Section 5: Reporting and Investigation	
Reporting	The Nominated Fire Co-ordinator is responsible for reporting the fire to the Town Clerk.
Investigation	The Nominated Fire Co-ordinator is responsible for completing an investigation. A copy of the form must be sent to the Town Clerk.
Section 6: Fire Alarm Testing / Evacuation Practice	
Fire alarms shall be tested as follows:	The Nominated Fire Co-ordinator will be responsible for testing the fire alarm on a weekly basis and maintaining a record of the tests in a Log Book.
Fire evacuations shall be practised as follows:	The Nominated Fire Co-ordinator is responsible for arranging a fire evacuation practice on an annual basis and recording it