



GENERAL AND PERSONAL EVACUATION PLAN	
Business Address	19 Burton Street, Peterborough, Cambridgeshire, PE1 5HA
Telephone	01733 566709
Plan date	1 st April 2024
Review date	1 st April 2025 or earlier if required.
Designated Fire Officer	Gregg Earle

The sound of the alarm will be: a continuous warning siren

RAISING THE ALARM
In the event of a fire: If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point and or commencing manual warning (whistle, shout etc.) If fire is detected by automatic detectors, this will trigger the fire alarm.

ACTIONS TO BE TAKEN

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

A responsible person will take charge and lead in the fire evacuation.

Staff/Committee member to dial 999 and request attendance by the Fire Service. Advise Fire Service of their name, name of building, building address (as detailed above), contact number and details of fire, pick up visitors signing in book/ sheet from its designated location (You may decide this is not necessary if you know in advance there are no visitors / contractors on site).

Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner (**NB** you may need to divide larger buildings into areas/sections to be swept by designated staff members), aid those needing additional help in evacuating, e.g. people with any disabilities or in wheelchairs.

Separate ‘Personal Emergency Evacuation Plans (PEEPs)’ are in place for staff and known visitors with additional needs as well as ‘General Emergency Evacuation Plans (GEEPs)’ for members of public who may visit the building. Both these will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site).

Staff to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out.

If safe to do, electrical mains should be switched off before leaving the building. The location of the above is detailed below.

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 staff members, volunteers, members, and visitors are accounted for.

Liaise with Fire Service upon their arrival.

ESCAPE ROUTES

The escape routes from the building are :-

Main entrance doors - double doors adjacent to main office (exiting from the bar, function room and disabled toilets).

Main bowls hall - four fire escape doors (two at the rear, two at the sides).

Rear Fire Door - located in the Lobby Area opposite the Ladies Changing Room (exiting from the rear bowls hall, female/male changing rooms and toilets and the Committee Room).

All fire exits and nearest escape routes are marked clearly by signage and emergency lighting as well as on the emergency evacuation plans posted in all designated areas.

Escape routes are also shown on the emergency evacuation plan.

FIRE ASSEMBLY POINTS

The fire assembly point is the grassed area at the rear of the outdoor bowling rink area which is opposite the rear tarmac car park.

The area is clearly marked with signage and clearly marked on the emergency evacuation plans.

A responsible person will take a roll call of names (where possible) and co-operate with the Fire emergency service regarding further action to be taken.

All responsible persons should be fully aware of the location of the fire assembly point and be able to give clear instructions of the location.

FIGHTING FIRES – EXTINGUISHER USE

Fire extinguishers will only be used where:

Staff, Directors, Committee Members and Club Members have received training 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, staff should not attempt to extinguish a fire where it unsafe to do so.

Priority must always be for the safe evacuation of all persons who are on the premises.

Training reviews in the use of all fire extinguisher types will be held annually for the above.

NUMBERS OF STAFF REQUIRED TO CARRY OUT THE EVACUATION PLAN

To implement the evacuation plan, at least two members of trained staff are needed on duty during special events and functions.

During these events a full evacuation procedure, along with all exits and fire extinguishers, must be made available to all visitors in charge of any event or function.

EQUIPMENT NEEDED TO AFFECT THE EMERGENCY PLAN

Fire extinguishers will only be used where:

This will vary according to the fire measures in place but could include:

Mobile phone, two-way radio, torches, hi-visibility tabards, laminated clear emergency procedure instructions.

VARIATIONS TO THE EMERGENCY PLAN

Where there may be variations to normal working arrangements e.g. late opening, events, lone working etc, alternative measures would be needed. If variations to normal activities are such that the plan does not adequately cover these activities, then a separate evacuation plan will be in place in these instances.

A separate evacuation plan for disabled or mobility impaired events or functions. A responsible person of the group must be made aware of this procedure.

BACK UP ARRANGEMENTS TO THE PLAN

Back up arrangements in the event of fire alarm failure or staff absence:-

Staff and members will be made aware as part of their membership of full fire evacuation procedures.

ASSOCIATED PLANS

Emergency Evacuation Building Signage Plans

Emergency Evacuation Written Plan (PEEPS)

Visitor Emergency Evacuation Written Plan (GEEPS)