

Longridge Social Enterprise Company Ltd

Longridge Civic Hall Emergency Action Plan

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On discovery of a fire, dial 999 to summon the Fire Brigade and break glass to activate fire alarm.

Pay phone in Foyer requires no money to dial 999 for the emergency services

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1. FIRE EVACUATION PROCEDURE

Diagnosis:

A fire is discovered within the building

Problem:

Evacuate the building as quickly as possible to avoid the life threatening risks presented by flames and asphyxiation from smoke

Action:

The hirer of the facility identified as the person on the booking agreement is responsible for taking action as follows:

On discovering a fire:

1. Activate a break glass alarm. There are five in the building:
 - i. Entrance Foyer
 - ii. Main Hall
 - iii. Kitchen
 - iv. Lounge
 - v. Committee Room Corridor

Only attempt to extinguish the fire with one of the red extinguishers if you are confident it will not present any personal risk

2. Evacuate the building immediately by directing everyone to the nearest safe emergency exit door. The assembly point is outside the front of the Civic Hall on the car park area
3. Dial 999 and summon the Fire Brigade. The payphone in the foyer allows 999 calls without charge.
4. Having evacuated the building, under no circumstances must anyone re-enter the building until the Fire Service Office in charge has given permission to do

2. LIGHTING FAILURE

Diagnosis:

Due to an electrical fault or power failure, all lights in the building have gone out

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Problem:

In the hours of daylight there will be less of a problem than at night as there is a certain amount of glazing around the building.

Action:

In the event of a lighting failure, the emergency lighting and exit lights will be illuminated and persons should make their way to the nearest safe exit door. The assembly point is at the front door of the Civic Hall in the car park area.

3. BOMB THREAT

Diagnosis:

An external body may send a bomb threat to gain a political or revenge attack.

Problem:

If a telephone call is received alerting the hirer or a member of the management of the Civic Hall to the device, as much information as possible should be remembered such as passwords or call signs. There may be no obvious signs of danger but the building will need to be evacuated.

Action:

After the call has been received:

- i. Contact the Police to ask their advice
- ii. If the building is to be evacuated, it should be performed as a fire drill
- iii. Activate the fire alarm at the break glass panel
- iv. Clear the building – no-one will be permitted to re-enter the building until it has been cleared by the Police

If you find a suspect package or parcel **DO NOT TOUCH IT and alert the Police immediately**

4. STRUCTURAL FAILURES

Diagnosis:

There has been part of the building fall, break or collapse

Problem:

There are many problems with structural failure presented either directly by collapse of the building structure or through damage to cables or pipes which creates a risk of electrical shock or flooding

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Action:

- i. Guide all members of the public away from the incident via the nearest safe emergency exit door
- ii. Ascertain if anyone is injured or trapped
- iii. Contact the Fire Service and Ambulance
- iv. Do not allow anyone to re-enter the building under any circumstances

5. SERIOUS INJURY

Diagnosis:

This may be an accident sustained during the activity session that requires urgent first aid

Problem:

A member of the public needs urgent medical attention

Action:

- i. The Ambulance Service must be contacted immediately. There is a public telephone in the entrance foyer
- ii. Full details about the accident will be required for an accident report which will be completed immediately by a member of the management of the Civic Hall who can be contacted on 07875 099462