

FARR HALL FIRE ACTION PLAN

INTRODUCTION

This plan provides general guidance in respect of fire at Farr Community Hall, and the action to take if evacuation of the building becomes necessary.

The pattern of fire and smoke travel is unpredictable and the success or otherwise of emergency procedures is dependent on the initiative of all users of the building and their knowledge of the procedures.

It is essential that users of the hall familiarise themselves with the positions of Fire Alarm Call Points, Fire Extinguishers, Emergency Routes and Exits. All persons must be aware of an alternative emergency route in addition to the main entrance to the Hall.

RESPONSIBILITIES OF HIRERS

Hirers of the hall are responsible for ensuring that they assign a person who is responsible for coordinating and directing the implementation of this Action Plan, this person shall be known as the Fire Warden.

The Fire Warden shall make themselves aware of:

- fire exits
- location of fire call points
- location and types of fire fighting equipment within the building.

It is the responsibility of the Fire Warden to ensure that all Hall users are aware of the fire exit routes and the assembly point and that others are delegated responsibility to ensure that the hall is evacuated in the event of a fire.

If more than one group are using the building at one time, then each group is responsible for ensuring that they assign a Fire Warden and coordinating the evacuation of their group.

Fire Wardens from each group should coordinate their actions with the others.

ALERTING AND REPORTING PROCEDURE

The fire alarm system is activated from one of the fire call points

1. The location of the fire will be detailed on the nearest fire panel/repeater panel.
2. The Fire Warden will call 9/999 and inform the Fire and Rescue Service stating **"FIRE AT FARR COMMUNITY HALL, INVERNARNIE, on B851, IV2 6AX"**
3. The alarm signals that the relevant Fire Emergency Procedures must be brought in to operation.

When the fire alarm sounds .

THIS IS THE EVACUATION SIGNAL. ALL HALL USERS MUST EVACUATE.

FIRE ALARM SYSTEM

Fire Alarm Panels

The location of the fire is detailed on the main fire alarm panel which is sited in the office by the front door.

Note: - The alarm does not automatically relay the fire call to Fire and Rescue Service Control Room – **DIAL 999 EMERGENCY SERVICES**

False Alarm

If no fire is confirmed following investigation (false alarm)

Once the all areas have been evacuated, the fire alarm sounders may be **SILENCED** by the Fire Warden.

If a fire is confirmed.

Once evacuation has commenced, **THE ALARM MUST NOT BE SILENCED** until evacuation has been confirmed.

Resetting the Fire Alarm System

- Reset the fire alarm system; input code '3112' press 'silence' then 'reset'.
- The time that the system is reset will be recorded in the fire log book and initialled by the person who reset the system.

Testing the Fire Alarm System

- The fire alarm will be tested WEEKLY, with all tests recorded in the Fire Log Book.

Faults in the Fire Alarm System

- ALL faults must be reported immediately to the Hall Booking Secretary

IF YOU DISCOVER A FIRE

ALWAYS RAISE THE ALARM BEFORE TACKLING THE FIRE

DO NOT TAKE CHANCES! LEAVE UNCONTROLLABLE FIRES TO THE EXPERTS!

ENSURE YOU THE OTHER HALL USERS ARE SAFE BY FOLLOWING THE ACTIONS IN THIS PLAN

Firefighting equipment is provided in key positions throughout the hall, it is important that the following applies:

- You are familiar with the location of the fire fighting equipment.
- Only consider use of the equipment if you have received training, particularly how to use extinguishers and identify the correct types of extinguishers for various types of fires.

If conditions are such that it is considered safe to fight the fire, always remember:

- The fire should be small.
- That you are positioned that the fire does not come between you and a safe exit route away from the incident.
- That the correct firefighting equipment is used.
- That you know how to use the firefighting equipment.
- That smoke and fumes can confuse and kill very quickly so keep as low as possible.
- That the simple act of closing doors and windows may be sufficient to extinguish a fire and prevent it spreading.

Hall users must ensure that if a fire occurs that it is reported to the Hall Booking Secretary, even if it was effectively contained and quickly extinguished.!

ACTION CARD FIRE WARDEN

The Fire Warden is responsible for co-ordinating and directing the actions of the users of the hall in a fire emergency e.g. Evacuation, until the arrival of the Fire & Rescue Service.

- On hearing the alarm, the Fire Warden will proceed to the fire panel in the office to identify the location of the fire.
- Dial 999 and inform the Fire Brigade Control Operator of:-
 - **FIRE AT FARR COMMUNITY HALL, INVERNARNIE, on B851 IV2 6AX.**
 - The exact location of the fire within the building.
 - Wait for the Fire and Rescue Service operator to repeat the message.
- Instruct delegated responsible people to ensure that the building is evacuated.
- In the event of a known false alarm, prior to arrival of the Fire and Rescue Service, the Fire Warden will:-
 - Advise hall users that they can return to the hall.
 - Inform the Fire & Rescue Service on 01463 240999
 - Silence the fire alarm system.

The Fire Warden is also responsible for:-

- Liaising with officers of the Fire and Rescue Service if so required.
- Ensuring that all users of the hall are accounted for at the conclusion of the fire incident and are notified of the stand-down and that the Hall Bookings Secretary is informed of the incident, even in the event of a false alarm.

<p style="text-align: center;">ACTION CARD RESPONSIBLE PERSON</p>

- Ensure that users of the hall are evacuating the building.
- Conduct a sweep of the building to ensure that all areas, including toilets have been evacuated. Responsible people must not put themselves at risk. If there is smoke evacuate immediately and report to the Fire Warden.
- At the assembly point conduct a role call to ensure that all known users of the building have evacuated.
- Report the outcomes of the evacuation to the Fire Warden for ongoing transmission to the Fire and Rescue Service. If the fire is discovered this must be reported to the Fire Marshall.