

**General Emergency Evacuation Plan for :
Hemlock Community & Sports Pavilion**

Premises address and contact number

Address:

Hemlock Community & Sports Pavilion
Lockington Lane,
Hemington.
DE742RF

What3Words Location : Couriers Satellite Ounce

Contacts / Responsible Person:

John McLelland – Mob. 07785522786

Mike McIntyre – Mob. 07504139656

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| Plan date | 27/5/25 |
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| Review date | 30/4/26 |
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Sound of the alarm

The sound of the alarm will be a continuously warning siren

Raising the alarm

The building is fitted with automatic fire detectors which, upon activation, will trigger the fire alarm

If a fire is discovered and the alarm has not sounded

- Alert others by shouting '**Fire**' !
- **Where safe to do so**, activate the nearest Fire Alarm Call point. There are 5 which are located by each of the Emergency Exits as shown in Appendix 1.



Fire alarm call point

Action visitors should take on hearing the alarm

The hirer of the venue assumes responsibility for coordinating the evacuation. The following steps must be undertaken without delay.

1. **Call Emergency Services:** Dial 999 and request the Fire Service. Provide them with:
 - Your name
 - The building name and address
 - Contact number
 - Details of the incident
2. **Commence Evacuation:** Lead all people out of the building in a calm and orderly manner. Check the disabled toilet if safe to do so.
3. **Attendance Check:** Refer to the event or group attendance sheet to ensure all persons are accounted for.
4. **Clear the Building:** If safe, check all areas and close all doors upon exiting to slow the spread of fire.
5. **Prevent Re-Entry:** Ensure no one re-enters the building until authorised by the Fire Service.
6. **Assembly Point:** All evacuees must proceed to the designated Fire Assembly Point by the Main Gate
7. **Liaise with Emergency Services:** On arrival, provide all relevant information to the Fire Service.
8. **Notify Management Committee:** Notify one of the Management Committee members once evacuated.
9. **Committee Support:** A designated Management Committee member will attend to support the response efforts.

Escape routes

All external doors in the building are emergency escape routes see attached plan in Appendix 1.

1. **Community Room** – To the Terrace (Double) /Access to ramp
2. **Community Hall Main Entrance** -To the Car Park (Double)/Access to ramp
3. **Community Entrance Hall** - To the Terrace (Double)/Access to ramps
4. **Sport corridor middle** – To the Terrace (Single)/Access to ramps
5. **Sports corridor players entrance** – To the sports field via steps (single)

Fire assembly point

The assembly point is by the Main Entrance gate

Location of key safety hazards or other fire related equipment

- GAS: There is no gas on the premises
- MAINS FUSE BOX: Plant Room (Externally accessible only)
- MAIN WATER VALVE: Plant Room(Externally accessible only)
- FIRE ALARM PANEL: Main Entrance hall

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- 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

Number of staff needed to carry out evacuation plan

- The Hirer will be responsible for evacuating the building as there are no permanent staff

Equipment needed to effect the emergency plan

No equipment is needed. Emergency lighting will automatically illuminate the fire exits in an emergency.

Variations to plan

The Fire Authority will be consulted for any additional measures which may be required from time to time.

Responsibilities

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| For ensuring plan is up to date | John McLelland |
| For ensuring that those who hire the Pavilion understand their responsibility and role in an emergency | John McLelland via Booking System T&C |
| For ensuring adherence to this document | Hirer |