

Fire Safety Evacuation Guidance For Outside Organisations

Emergency Telephone Contacts

Temporary Responsible Person – Legal Duties The Regulatory Reform (Fire Safety) order 2005

As the Responsible Person for using the building, you have specific legal duties under the above legislation, with regards to the safety in the event of fire of those persons assisting with, or attending the use of the hall.

Your responsibilities in this regard are detailed below:

EVACUATION PROCEDURES

IN AN EMERGENCY: /FIRE/ – DIAL 999 Mobile 112

BUILDING EVACUATION INTRODUCTION

1. On hearing the fire alarm please leave the building by the nearest safest marked exit.
2. Whilst using the building, please ensure the exits are not obstructed.
3. The assembly point is **In the car park in front of the church**
4. Do not stop to pick up personal belongings.
5. Do NOT return to the building unless authorities give the 'All Clear' designation.

Discovering a Fire Sound the alarm.

Ring 999 or 112 on mobile, stating: there is a fire, who you are and address: **St Oswald's RC church, Abbey Park, Burghfield Common RG7 3HQ**

Give details of the type of fire (if known) and its exact location. Leave the building from the nearest exit to you (never place the fire between you and a safe escape route)

Go to assembly point;

On hearing the fire alarm

- Immediately the fire alarm is given you must evacuate to the assembly point via the nearest exit ensuring that all doors are closed.
- Do not run or panic.
- Do not open or touch a door beyond which you have a reason to believe there is a fire.
- Report to the assembly point shown on the enclosed plan.
- Do not return to the building until you have been told it is safe to do so.
- **If you know of persons with a disability or the need for particular assistance in the event of a fire or other evacuation, you should agree a Personal Emergency Exit Plan for them.**

Fighting the fire

- You should only attempt to fight a fire if there is no risk to your personal safety. You should only ever attempt to fight a small fire, making sure your escape route is always unobstructed (never place the fire between you and your safe escape)

Notices and call point

- There are 'Fire Action notices displayed in the building that outline the action to be taken in the event of a fire.
- Please read and familiarise yourself with the fire notice displayed.
- Please ensure that you know where the exits from the building are.
- Please note the positions of the **fire extinguishers** and their use on the appropriate fire. **You will be shown how to activate the extinguisher.**

Management of fire safety

- You and your deputy have overall responsibility for the buildings fire safety management whilst in attendance, and will ensure that the safety of your visitors is uppermost.

Emergency Evacuation.

There may be other emergencies that require the building to be evacuated. On occasions when the fire alarm is not used for this purpose E.g. Gas leaks.

Building users must respond as directed. For other threats you will be requested to check around you for suspicious objects. Items must not be touched or disturbed if found. Anything suspicious should be reported to the Fire Officer who attends.

If the police recommend evacuation of the building, you will be directed away from potentially unsafe areas; you should take your personal belongings with you and assume you will not return to the building for some time. Information will be announced at the safe area.

Sounding of fire alarms

1. The Fire alarm in this hall is a shouted warning by person discovering the fire.
2. A smoke detector system is in place
3. A heat detector system is place in the kitchen.

False alarm incidents where the fire service are not called

1. Should the cause of the evacuation prove to be a false alarm the fire service should be immediately informed on arrival.
2. After a building evacuation ~ where investigations have confirmed it to be a false alarm the person in charge is responsible for making the decision to allow persons to re-enter the building. This decision takes place only after consultation with the **Responsible Person**.

Re-entry Procedure

- 1) Once at the assembly point all should await instruction from the Fire Service Officer.
 - 2) On no account should anyone re-enter a building unless given the all clear to do so.
 - 3) At most small incidents the officer in charge of the fire service will decide when it is safe to re-enter a building and this information will be passed onto you.
 - 4) At prolonged incidents or in inclement weather conditions the Fire Service may decide to send the group home at the assembly point. On such occasions the key holder should be available to assist in carrying out safety tasks prior to a general re-entry, e.g. venting the building, checking for water damage, etc.
- 5)** At a prolonged incident members of your group wishing to retrieve personal items should inform the Fire Officer.

6) Liaison with the Fire Authority

You are responsible for the area where the fire is located; you will have relevant local knowledge which may be of assistance to the Officer in charge of the incident. You should therefore make yourself available to assist the fire service by reporting to the **Fire Service Officer on their arrival**.