



Fire Emergency Plan for Trinity & Wesley Centre Hirers

Information for the Responsible Person



As the responsible person for the course, event, function or activity, you have legal duties with regards to the safety of those persons assisting or attending your event.

Before the event or function you should be aware of:

- What fire protection systems are present.
- How a fire will be detected (*by detectors and by observation*);
- How people will be warned if there is a fire;
- If a fire is discovered: 1. *Raise the alarm*, 2. *Call the fire brigade*, 3. *Evacuate the building*.
- How the evacuation of the premises should be carried out;
- Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated. At Trinity the *assembly point is in the car park, away from the building*. At Wesley it is the Blinkbonnie car park.
- Identification of key escape routes and exits, how people can gain access to them and escape to a place of safety;
- Arrangements for fighting fire. **STAFF SHOULD NEVER OPERATE AND EXTINGUISHER UNLESS TRAINED TO DO SO.**
- How the fire and rescue service and any other necessary services will be called (*it is your responsibility to inform the fire brigade*);
- procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials (*there are cleaning fluids in the cleaners cupboards at both sites and some stored paint in the loft storage area @ Trinity*);
- What instruction employees or helpers need and the arrangements for ensuring that this training is given;
- Limitation on numbers of people.
- Checking that all escape routes are clear of obstructions and combustibles.

Before the event or function you should decide:

- The arrangements for fighting fire;
- The arrangements for means of escape for disabled persons;
- The duties and identity of staff who have specific responsibilities if there is a fire;
- the arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, children, members of the public and visitors;

- How you will proceed if life safety systems are out of order, e.g. fire-detection and alarm systems or smoke control systems;
- Who will be responsible for calling the fire and rescue service and any other necessary services.
- Who will meet the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials.
- Your plans to deal with people once they have left the premises, **especially children**.

At the start of the event or function you should notify all those present about:

- *No smoking or vaping anywhere on the premises.*
- The emergency warning signal. *Audible fire alarm.*
- Who is supervising and how to identify them.
- The location of exits and escape routes;
- Taking only valuables immediately to hand but not to go to collect other belongings;
- The location of muster points; and
- What will happen after that (e.g. re-entry to the building).

During the event or function you should ensure that:

- Escape routes and exits do not become blocked;
- The NO SMOKING or Vaping policy is adhered to;
- No naked flames are started;
- Where naked flames are present, that combustible material is kept clear;
- Rooms do not become overcrowded;
- Noise levels cannot drown out the fire alarm; and
- If necessary, the number of persons in your premises is limited or controlled.

Please contact the Centres Manager if you have any questions or need clarification.