

Sutton-in-Craven Parish Council

Pavilion Emergency & Evacuation Plan

1. Location and Communication

The pavilion is located in the centre of the park, off the Main Street, Sutton-in-Craven.

There is no telephone on the site, so all hirers/employees should ensure they bring a mobile phone to the premises. The facility is owned and managed by Sutton-in-Craven Parish Council on behalf of the local community. The best contact number would be the clerk for the parish council on 01535 633972.

2. Nominate the person in charge in the event of an emergency

For each hire, period there should be at least one designated person responsible for the safety of your guests.

The Hirer(s) is deemed under the Regulatory Reform (Fire Safety) Order 2005 to be the Responsible Person and as such you have a Duty of Care for all persons assisting and all guests on site during your hire period. We recommend you also nominate ANOTHER, especially if there are children on site. It is imperative that at least these designated people familiarise themselves with all aspects of the site safety such as First Aid, Assembly points etc. You are responsible for ensuring your guests are fully briefed. Failure to comply could lead to prosecution. Please use the checklists at the rear of this policy to ensure you have considered every necessary aspect.

3. On entering the premises

- Familiarise yourself with the location and use of the fire fighting and first aid equipment, manual call points.
- Familiarise yourself with the fire assemble point at the rear of the building.
- Unlock both doors as this will be an additional emergency escape route if utilising the community room. Ensure the passage to each exit remains clear throughout the period of use.
- Ensure the fire doors remain closed and are not propped open.

4. To Warn of fire

The premises are compact, so a loud shout should be made in the event of a fire to warn anyone inside the building of the location of the fire.

5. To evacuate the building

- Do NOT stop to collect personal belongings
- Do NOT re-enter the building.
- Swiftly proceed to the nearest Fire Exit and then onto the Fire Assembly Point (near the cenotaph)
- Each hirer should have a nominated person who is trained to act as a Fire Warden in the event of an emergency, and who can help safely evacuate designated areas of the building.
- The designated fire warden should sweep the building making sure the building is completely clear.
- Have an additional responsible person outside the building to direct everyone evacuated from the building to the Assembly Point, where you should undertake a register to ensure all your guests are accounted for.
- You should be particularly mindful of any guests that may require additional assistance such as disabled guests, the elderly or those with young children.
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6. Emergency Services

Once safely out of the building, call the emergency services on 999 using your mobile phone, giving the address and location details. In the event of a fire, or if any casualties are suspected/known, also request an ambulance.

Ensure the route and entrance to the Pavilion is clear for the fire engine/ambulance to enter.

Post a person at the entrance from the main road to flag down the emergency services as they arrive, brief the fire brigade/ambulance of the situation and direct them to any facilities they may require.

7. Firefighting

Your primary concern should be the safe evacuation of your guests.

Only tackle the blaze if it is safe for you to do so and you are trained and competent in the use of the equipment. Do NOT put your personal safety, or that of others, at risk.

Ensure you select the right fire extinguisher. There is an identification panel next to each piece of equipment

- Water filled fire extinguishers are safe to use on wood, paper and fabric fires. Do NOT use on electrical fires.
- CO2 fire extinguishers are suitable for use on electrical equipment or flammable liquid fires such as solvents.

Follow the instructions given on the fire extinguisher, aiming the discharge at the base of the fire.

If an individual is on fire, wrap the fire blanket to completely smother the flames.

8. Utilities

In the event of a Gas Emergency or a Gas Leak, contact the National Grid Emergency Service on 0800 111 999.

For the electricity emergencies call Yorkshire Electricity 0800 375 675.

In the event of a leak or burst call Yorkshire Water on 0800 573553 or 0845 124 2424

9. Defibrillator

Installed on the front wall of the building of the Pavilion (one at the Baptist Chapel, Kings Arms, Village Hall and Cricket Club). Should the need arise, call 999 and the emergency operator will provide you with a release code for the mechanism. The operator will talk you through the use of the equipment and/or the equipment also provides commands. The defibrillator is checked and maintained.

10. Notification to the parish council

As soon as is practically possible, contact either the Clerk to the Parish Council to notify them of the emergency. Contact details are provided at the foot of this document.

11. Emergency equipment maintenance.

Fire Equipment is checked by Chubb Fire Ltd.

12. Emergency contacts / key holders

- Mark Hough, Park Keeper, address The Lodge, Sutton Park 07740 120 880
- Christine Robinson, Park Assistant 07970 455 851
- Denise Emmott, Clerk to the Parish Council 01535 633972

Please see below for the Emergency Plan for the Temporary Responsible Person (Hirer).

Emergency Plan for the Temporary Responsible Person

As the responsible person for your event/hire period you have legal duties with regards to the safety of those persons assisting or attending the event.

Before the event, function you should be aware of:

- What fire precautions systems are present;
- How a fire will be detected;
- How people will be warned if there is a fire;
- What staff should do if they discover a fire;
- 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.
- Identification of key escape routes and exits, how people can gain access to them and escape to a place of safety.
- Arrangements for fighting;
- How the fire and rescue service and any other necessary services will be called;
- Procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks;
- What instruction employees or helpers need and the arrangement for ensuring that this training is given;
- Limitation on numbers of people;
- Checking that all escape routes are clear of obstructions and combustibles.

Before your event or function you should decide:

- The arrangements for fighting a 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;
- Who will be responsible for calling the fire and rescue services and any other services;
- Who will meet with the fire and rescue service on their arrival and notifying them of any special risks; and
- Your plans to deal with people once they have left the premises, especially children.

At the start of your event, for function you should notify all those present about:

- The no smoking policy
- Who is supervising them and how to identify them;
- Location of exits and escape routes;
- Taking valuables immediately to hand but not to go to collect other belongings;
- The location of assembly points; and
- What will happen after that (e.g. re-entry to the building).

During your event, function you should ensure that;

- Escape routes and exits do not become blocked;
- The no smoking policy is adhered to;
- No naked flames are started (e.g. candles)
- That combustible material is kept away from any sources of ignition;
- Rooms do not become overcrowded;
- Noise levels cannot drown out the fire alarm; and
- The number of persons in the premises is limited and controlled.

