

Emergency Fire Action Plan KCC

Kingswells Community Centre & Webster Park



Part 3 of The Fire (Scotland) Act 2005 requires the Community Centre to have in place an emergency fire action plan, and arrangements to implement said plan.

The evacuation of all persons, including those with disabilities, is a Management Committee responsibility which cannot be delegated to the Fire and Rescue Service.

In accordance with Kingswells Community Centre's Fire Safety Policy this document details the arrangements to allow all users of Kingswells Community Centre to evacuate the premises in a safe and orderly manner and to provide accurate information to responding emergency services.

Contact in the Emergency Services (CALL 999)

In the first instance the Centre Staff should make the call and then meet the emergency services on arrival.

How can Fire be Detected?

There is an automatic fire detection system in the building which triggers a loud continuous bell. A centre user may also discover a fire and activate an alarm point.

On Discovery of a Fire

- Anyone who discovers a fire should sound the fire alarm by breaking the glass on any of the fire alarm points.
- No one, unless trained to do so, should tackle a fire.
- The Centre Staff will check the control panel, if safe to do so, and ascertain where the suspected fire is located.
- Centre Staff and Group Leaders will collect the sign-in book/register.
- Group Leaders will direct people in their care towards the nearest fire exit before leading them to the assembly point.
- Every person in the building must evacuate immediately and liaise with other designated people at the assembly point.
- Remain at the assembly point and await instruction. Do not block the entrance to the car park.

Assembly Point: **Post Box at the bottom corner of the car park.**

Procedures to Ensure an Accurate Account of People in the Building

All contractors are required to sign in and out when they arrive and depart the building. This log will be collected by Centre Staff if safe to do so. Centre Staff will do a quick sweep of the building to check there is no one in halls, rooms, cupboards, changing rooms or toilets.

Group Leaders are required to take a register of those in attendance at each activity. In the event of an evacuation they are to report any discrepancies with registers, missing persons etc to Centre Staff.

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Personal Emergency Egress Plan

If assistance to evacuate is required by a centre user a Personal Emergency Evacuation Plan should be agreed with the individual and the relevant designation as they enter the premises.

PEEPs for regular centre users would be assessed in the group risk assessment to then be addressed by the Centre Manager or Administrator for future reference. PEEPs will be held within the Fire Folder.

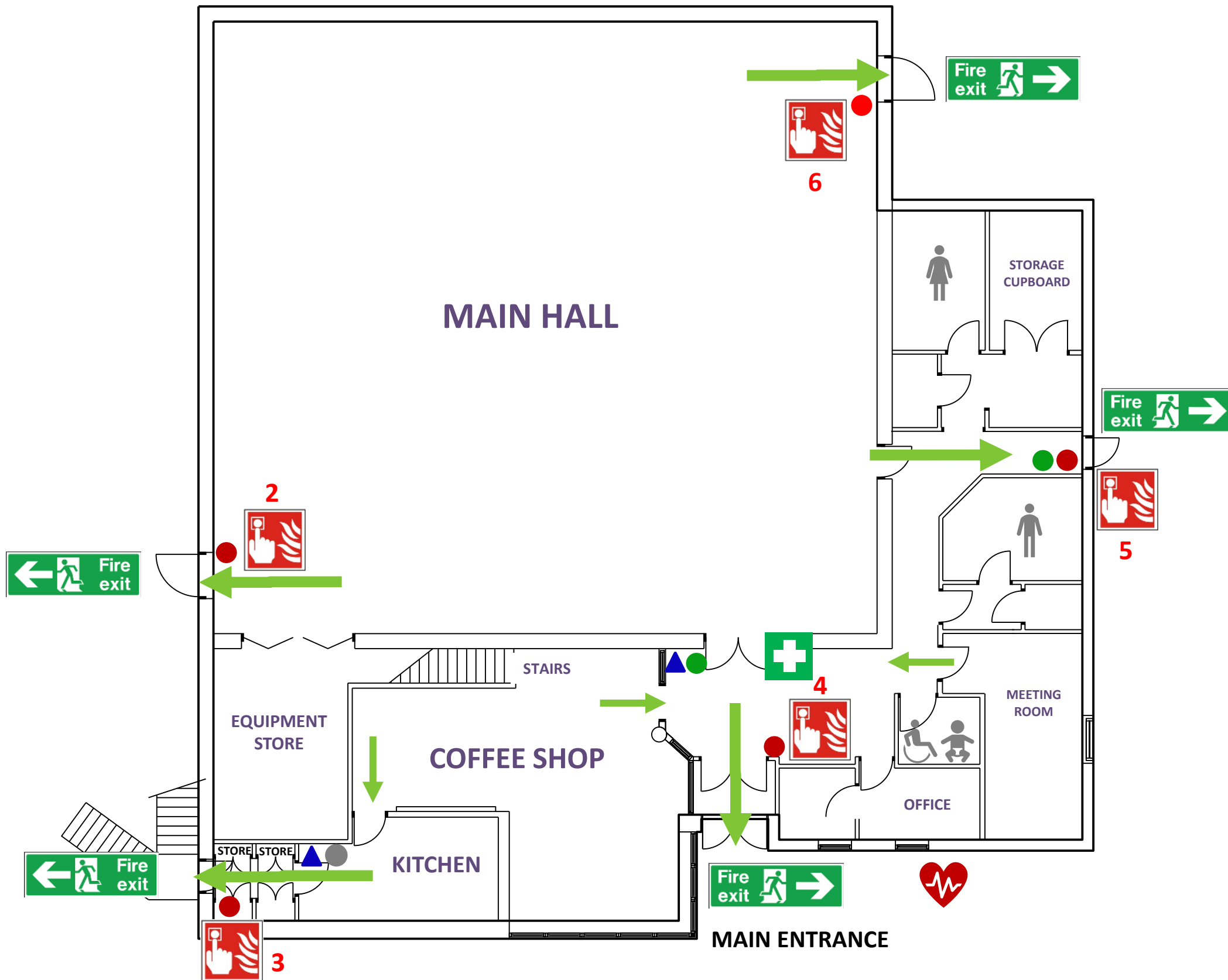
Returning to the Building/Alternative Accommodation

Once the Fire and Rescue Service have given the all clear, the Centre Staff/Group Leader will give permission to re-enter the building; this cannot be implemented until ALL areas of the building have been checked and confirmed as not a risk.

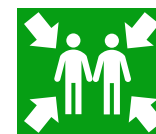
In the case of a false alarm or after each practice evacuation the Centre Staff/Group Leader will give permission to re-enter the building. No one should re-enter the building until all registers have been checked, communications between relevant parties have been concluded and permission has subsequently been granted.

Fire Escape Plan Kingswells Community Centre

GROUND FLOOR PLAN



POST BOX AT BOTTOM OF CAR PARK
EMERGENCY ASSEMBLY POINT



If you discover a fire

- Raise the alarm.
- Dial **999** to call the Fire & Rescue service to: AB15 8TG or **///** query.store.teaspoon
- Attack the fire if possible, using the appliances provided

If you hear the fire alarm

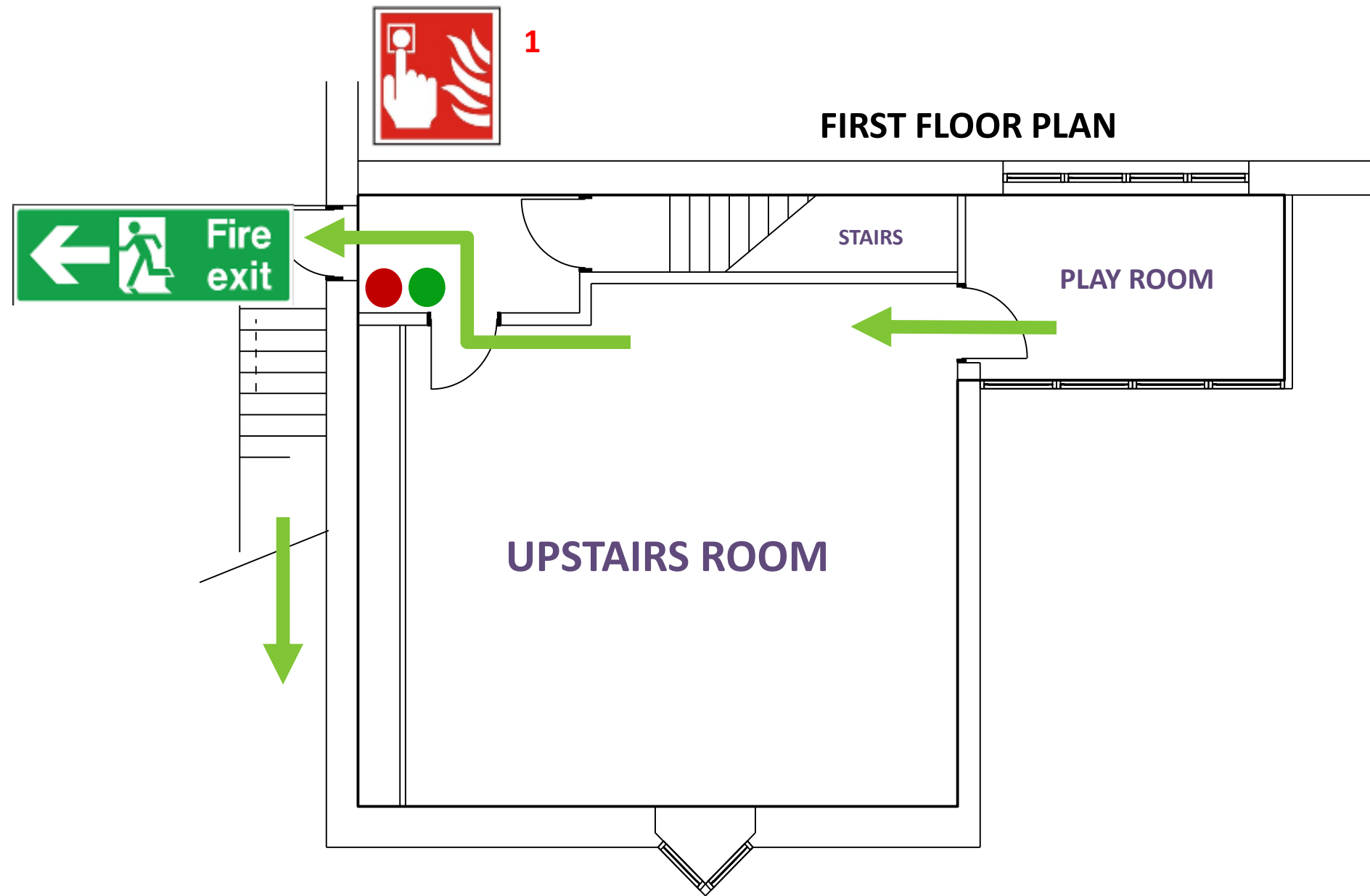
- Close doors and windows behind you.
- Leave the building by the nearest available exit.
- Report to the fire assembly point at:

POST BOX AT BOTTOM OF CAR PARK

- **Do not stop to collect personal belongings.**
- **Do not re-enter the building for any reason until told it is safe to do so.**
- **Do not take unnecessary risks**

- Fire Alarm Call Points
- Fire Extinguisher – FOAM
Wood, paper, material, oil, fats, carpets, flammable liquids
- ▲ Fire Extinguishers – CO2
Electrical & flammable liquids
- Fire Blanket
- ✚ First Aid Point – Outside hall door
- ♥ Defibrillator – Outside (Call 999 for access)

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