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| **Emergency Evacuation Plan**  |

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| **Emergency Evacuation Plan for:**  | Lyde Green Community Centre |
| Premises address and contact number | Thistle Close, Lyde Green, Bristol BS167GW0117 957 0410 |
| Plan date |   19/02/2025 |
| Review date |   19/02/2026 |
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| **Sound of the alarm** |
| The sound of the alarm will be: A continuously ringing bell/ siren |
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| **Raising the alarm** |
| In the event of a fire beginning: If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by activation of the nearest manual call point. If fire is detected by automatic detectors, this will trigger the fire alarm The fire alarm is connected to a monitoring centre (A&E on 08448712223) but staff will still summon assistance as below. |
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| **Action staff should take on hearing the alarm** |
| The following actions will be taken upon the fire alarm being sounded/raised: * Centre staff in order of seniority (or fire wardens should they be present) will take charge and lead in the fire evacuation
* Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire if known.
* Any hirers will be asked to ensure evacuation of their group is complete
* Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner, helping those needing additional support in evacuating
* Staff to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out
* If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below
* Centre staff to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
* Meet at assembly point and check all contractors, hirers, visitors and staff members are accounted for. The assembly point is in School square to the front of the building.
* Centre staff to liaise with Fire Service upon their arrival
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| **Escape routes** |
| The escape routes from the building are:1. Main Front doors to the Centre
2. Main hall fire exit- doors to the rear of hall-opened by pushing bar
3. Rear Atrium Fire Exit (by plant room) – opened by pushing bar
4. Rear doors from Meeting Room One.
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| **Fire assembly point** |
| The assembly point is: School Square- Front of building |
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| **Fighting fires – Extinguisher use** |
| Fire extinguishers will only be used where:* Staff have received training and feel confident in their use
* 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** |
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| **Location of key safety hazards or other fire related equipment** |
| * Gas supply shut off: Plant Room
* Mains fuse box: Plant Room
* Mains water inlet: Plant room
* Location of fire alarm panel: Adjacent to the main entrance

Plant room keys can be found in the red fire document wallet |
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| **Equipment needed to effect the emergency plan** |
| This will vary depending on the site and fire measures in place but could include: Mobile phone, two-way radio, torches, hi-visibility tabards, evacuation chairs etc. Staff will have mobile phones to call 999 and hi vis jackets (located on the back of fire wardens chairs) |
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| **Back up arrangements** |
| Where no Centre staff are on duty the Café staff will lead evacuation and should there be no Café staff on site then hirers will ensure their group is evacuated and will summon emergency services. |

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| **Responsibilities** |
| For ensuring plan is up to date | Centre Manager |
| For training staff on the evacuation plan and in their roles and responsibilities | Centre Manager |

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