

# NEW BRADWELL COMMUNITY CENTRE

## EMERGENCY EVACUATION PLAN

**To be activated in the event of Fire, Bomb Threat or Utility Failure.**  
Please see the UK Government's [Martyn's Law Factsheet](#) for more information.

**The Hirer is deemed to be the responsible person to activate this plan and shall be on the premises for the duration of the hire period.**

**The post code address of these premises is: - MK13 0DA //courts.cable.caramel**

The Hirer must consider how to contact the emergency services when carrying out the event risk assessment prior to commencement of the hire period. The emergency services can be contacted on a personal mobile (if there is sufficient signal) or by speaking to a homeowner in the immediate vicinity.

The Hirer is deemed to be the responsible person for ensuring the building of New Bradwell Community Centre is secure for the duration of the hire period. Specifically, all external doors and windows must be kept closed and locked to prevent infiltration from unauthorized person(s). All internal doors must also be kept closed and not propped open.

This plan contains:

1. Responsibility of Hirer if an emergency is declared;
2. How to warn event attendees of the emergency;
3. Persons responsible for summoning the emergency services;
4. Evacuation procedure.
5. Identification of vulnerable persons and those especially at risk and their evacuation arrangements.
6. Identify organisers with special duties such as Fire Marshals;
7. Identify the Fire Assembly Point;
8. Liaising with the emergency response coordinator on arrival and notifying of significant risks;
9. The shutdown of equipment or power supplies that require isolation;
10. Training that may be required by event organiser's and their helpers`

### **1. Responsibility of Hirer if an emergency is declared.**

In the event of an emergency as specified on the front cover of this document the hirer, who is designated as the 'Responsible Person' shall implement the Emergency Action Plan, using any additional control measures identified on their event risk assessment.

They must ensure:

- I. That the alarm is sounded, by operating a call point if necessary or shout "fire" in the event of a system failure.

II. Ensure, previously designated, fire marshals, direct all occupants to the safe exits and inform them to congregate in the area of **the main car park**.

III. Nominate an individual to contact the required emergency service and liaise with the Officer in charge when they arrive.

- IV. Fight any fire only if trained and it is safe to do so.
- V. Conduct a roll call of persons attending the event.
- VI. Ensure key helpers have a clear understanding of their role and provide instruction if required.

## **2 How to warn event attendees of an emergency:**

The method for warning event attendees of an emergency situation should be stated to attendees at the commencement of the event by a person nominated by the responsible person. Individuals may activate the Fire Alarm System by operating the call point adjacent to any emergency exit.

The fire alarm is an instruction to all occupants to evacuate the building without delay and the nominated fire marshals will assist this process. In the unlikely event that a call point is activated inadvertently, the responsible person should identify the call point which has been activated and reset it.

To silence the alarm and reset the system proceed to the fire panel adjacent to the entrance of the toilets illuminated. The alarm control buttons should then be operated in the following sequence. 1) 'Silence Alarm', 2) 'Silence Buzzer', 3) 'Reset System'.

Check all lights extinguished except the green power light. Report all incidents to the booking clerk by emailing [communitycentre-help@newbradwell-pc.gov.uk](mailto:communitycentre-help@newbradwell-pc.gov.uk) immediately

## **3 Persons responsible for summoning the emergency services**

The person nominated, by the responsible person, to contact the required emergency service should provide the following details once contact is made:

- I. The name of the building – **NEW BRADWELL COMMUNITY CENTRE**.
- II. The postal address – **Church St, New Bradwell, Milton Keynes MK13 0DA**.
- III. Give the telephone number of the phone by which you have contacted the service.
- IV. Brief circumstances i.e. approx. location of fire or description of threat.
- V. Describe the Community Centre car park entrance and note landmarks i.e. adjacent to St James Church.

## **4 Evacuation procedure:**

Make your way to the nearest fire exit and out of the building to the assembly point **in the main car park to the front of the building** in a calm and orderly manner.

Return to the building is prohibited until you have been told it is safe to do so by the Officer controlling the incident. The silencing of the fire alarm must never be an indication that it is safe to re-enter the building.

#### **5 Identification of vulnerable persons and those especially at risk and their evacuation arrangements**

Consideration must be given to mobility, or hearing, or sight impaired persons so that they are not put at a disadvantage in an emergency situation. This should also include purpose groups and the elderly. Any vulnerable persons may require assisted evacuation from the building.

#### **6 Identify organisers with special duties such as Fire Marshals:**

At the event planning stage, the risk assessment will identify the number of the public expected. A maximum of (170) persons are permitted within the building at any one time and two fire marshals or stewards should be nominated for every one hundred persons expected.

#### **7 Identify the Fire Assembly Point outside of the building:**

The designated assembly point for persons evacuating the building **is if using Main Hall proceed to the rear carpark, if using The Gym (small Hall) proceed to the main carpark at the front of the building.** All attendees should make their way to the applicable area and report to the event organiser for a roll call. At this time notify the person conducting the roll call of any known individual, who attended the event, which you have not seen or perceive to be missing. Such information shall be passed to the Senior Officer of the Emergency Service in attendance.

#### **8 Liaising with the emergency response co-ordinator on arrival and notifying of significant risks:**

The individual nominated to contact the required emergency service should provide details of the incident as instructed by the responsible person and itemised in paragraph 3 above. Upon arrival of the emergency service the nominated person is to make themselves known to the senior officer attending and provide local knowledge of the incident as requested.

#### **9 The shutdown of equipment or power supplies that require isolation:**

The emergency service attending an incident may be in possession of a site map however it will be necessary to provide directions to the power cabinet situated in the Main Hall to the rear by store room door, in Gym (small hall) upstairs through door to the left.

#### **10 Training that may be required by event organiser's and their helpers:**

During the risk assessment phase of planning an event at NEW BRADWELL COMMUNITY CENTRE the responsible person/event organiser/hirer will assess if they or attendees with special duties require additional training and ensure that any necessary training is completed.