



## The Pavilion, Castle Green

# EMERGENCY EVACUATION PLAN

**To be activated in the event of fire, bomb threat or utility failure when hirer and attendees are the sole occupier of the building.**

**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. If the cafe is in operation, or FoCG staff are on site then they assume the role of fire marshall.**

The postcode of this address is:

**HR1 2NW**

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 or by speaking to a homeowner in the immediate vicinity.

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 procedures
5. Identification of vulnerable persons and those especially at risk and their evacuation arrangements
6. Identify organisers with special duties such as Fire Marshalls
7. Identify the Fire Assembly Point
8. Liaising with the emergency response co-ordinator 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 organisers 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.

The must ensure:

- That the alarm is sounded, by operating a call point if necessary, or shout "FIRE" in the event of a system failure.
- Ensure previously delegated Fire Marshals direct all occupants to the safe exits and inform them to congregate at the Fire assembly point, by the public toilets on Castle Green.
- Nominate an individual to contact the required emergency service and liaise with the Officer in charge when they arrive.
- Fight any fire if trained and it is safe to do so.
- Conduct a roll call of persons attending the event.
- 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 communicated to attendees at the commencement of the event by a person nominated by the responsible person. Individuals may activate the fire alarm by operating the call points throughout the building. The fire alarm is an instruction to all occupants to evacuate the building immediately and the nominated Fire Marshals will assist this process.

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

The person nominated by the responsible person to contact the required emergency services should provide the following details:

The Name of the Building – **The Pavilion**

The postal address – **Castle Green, Hereford HR1 2NW**

Give the telephone number of the phone by which you have contacted the service.

Brief circumstances – approx location of the fire or description of threat.

### **4. Evacuation procedure**

Make your way to the nearest fire exit and out of the building to the nearest assembly point by the public toilets in a calm and orderly manner.

Do not return to the building until you have been told it is safe to do so by the officer controlling the incident. The silencing of the alarm is not an indication that it is safe to re-enter the building.

### **5. Identification of vulnerable persons and those especially at risk**

Consideration must be given to mobility, hearing and sight impairment of individuals so that they are not put at a disadvantage in an emergency. Any vulnerable persons may require assisted evacuation from the building, and these should be identified by the responsible person.

Any disabled persons in the upstairs areas should be made aware of the refuge area on the roof terrace. They should be informed to wait here if it is safe to do so and they are unable to evacuate the building without assistance. Once in the refuge area they should await assistance for a trained Fire Marshal to evacuate them from the building. An evacuation chair is available to assist with the safe evacuation of disabled visitors from the roof terrace. However, due to requirements for trained personnel to operate this equipment, wheelchair users and others requiring assisted evacuation may only use the roof terrace and Artists Room until 4:00pm. After this time, no trained Fire Marshal is available to operate the evacuation equipment, and therefore these areas cannot be accessed by users who would require assisted evacuation in the case of an emergency. We apologise for any inconvenience and appreciate your understanding as we prioritise the safety of all visitors.

## **6. Identify organisers with special duties such as Fire Marshalls**

At the event planning stage the risk assessment will identify the number of public expected. A maximum of 120 persons are permitted within the building at any one time and one fire marshal or steward should be nominated for every 50 persons expected.

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

The designated assembly point for persons evacuating the building is by the public toilets on Castle Green. All attendees should make their way to that area and report to the event organiser for a role call. At this time notify the person conducting the role 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.

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

The individual nominated to contact the required emergency services 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 which is situated in basement plant room – bottom of the steps, 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 the Pavilion, 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.