

# THE CHANTRY CENTRE EMERGENCY ACTION PLAN



To be activated in the event of Fire, Bomb Threat or Utility Failure.

When all or part of the Chantry Centre is hired to third parties, 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. Otherwise the Responsible Person shall be a the Chantry Centre Manager or other designated employee.

The post code address of these premises is:-

## GL11 4JB

The Whatthree words details are:

**Front door: broccoli.uttering.startles**  
**Stage door: allowable.doctors.relishes**

### 1. Responsibility if an emergency is declared

In the event of an emergency, the 'Responsible Person' shall implement the Emergency action Plan, using any additional control measures identified on their event risk assessment. They must ensure:

- That the alarm is sounded, by operating a call point as shown in blue on the attached Fire Plan.
- Ensure previously designated fire marshals direct all occupants to the safe exits and inform them to congregate at the designated area which is Long Street Car Park.
- 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.
- If possible, depending on the hire, conduct a role 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 advised 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 points as identified on the fire plan. 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 advise the Chantry Centre Manager as soon as possible

### 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:

- The name of the building - **THE CHANTRY CENTRE AND LISTER HALL**

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- The postal address - **34/36 Long Street, Dursley, GL11 4JB.**
- Give the telephone number of the phone by which you have contacted the service.
- Brief circumstances i.e. approx location of fire or description or threat.

#### **4. Evacuation procedure**

Make your way to the nearest fire exit and out of the building to Long Street Car Park. 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 600 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 the building**

The designated assembly point for persons evacuating the building is Long Street Car Park. All attendees should make their way to that area and report to the event organiser or employee 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 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 electrical distribution board as shown on the Fire Plan.

#### **10. Training that may be required by Hirers and Employees**

The Chantry Centre will maintain the necessary training for its employees.

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During the risk assessment phase of planning an event at The Chantry Centre the Hirer will assess if they or attendees with special duties require additional training and ensure that any necessary training is completed.





## CHANTRY CENTRE FIRE PLAN



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## FIRE EXTINGUISHER TYPES

				
	Wood, paper, plastics, soft furnishings etc.	Flammable liquids, petrol, oil etc.	Electrical apparatus, computers, phone chargers etc.	Cooking oils & fats
AFF FOAM	✓	✓		
WATER	✓			
WET CHEMICAL	✓			✓
CO2		✓	✓	