

# THE CHANTRY CENTRE EMERGENCY ACTION PLAN



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

When one of the Centre Manager, Assistant Manager, Chair and Vice Chair of Trustees is on site, they shall be deemed to be the "Responsible Person" to activate this plan. In the event this is not the case, then the Hirer shall be the Responsible Person.

The post code address of these premises is:-

## GL11 4JB

The What three 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. approximate 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 told it is safe to do so by the Officer controlling the incident. The silencing of the fire alarm is never 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. Note that the access lift in the Stage Door area should NOT be used in an emergency and the objective, as far as is safe to do so, should be to evacuate those with restrictions on their mobility via the step free front entrance.

#### **6. Identify 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 the Responsible Person shall nominate two fire marshals (also known as stewards) for every one hundred persons expected. For events with fewer than 100 attendees, it is reasonable for the event organiser and Chantry Centre Manager, Trustee or other designated employee to also act as fire marshals.

Details on the role of fire marshals when the raised seating is in use are set out in the attached.

#### **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.

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

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

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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## DUTIES OF FIRE MARSHALS WHEN RAISED SEATING IN PLACE

- In the event of fire, **Marshals A & B** to position themselves at the bottom of the raised seating steps and to usher the public out of their seats to the nearest available fire exit.
- **Marshals C & D** to go to the top of the raised seating and to usher people out of their seats row by row, ensuring a steady flow of people at all times. NB it is important that no more than one row at a time should be allowed into the gangways.
- **Marshal E** to go to the main doors to ensure that patrons move at a steady flow through the doors and out into the street.
- **Any backstage staff** to immediately leave the stage area and go to the seating on the flat and to usher people towards the fire exits, STAGE RIGHT AND STAGE LEFT.
- As soon as the seating on the flat is cleared then the **backstage marshal** to go to the raised seating and assist by showing the remainder of the public to the now available exits STAGE RIGHT AND STAGE LEFT
- On the announcement of a fire, those on the stage are to immediately leave the stage area and to exit by the nearest fire escape. On no account must any return to the dressing room to collect any personal belongings or to enter the hall to assist with the evacuation of the public.