

GRANTHAM SQUASH & FITNESS FIRE EMERGENCY PLAN 2023

1. General

Address:	Harlaxton Road, Grantham NG31 7JX
Contact no:	01476 338577
Plan date is:	29 TH Aug 23. Version 23.3
Review date is:	August 24.

2. How to raise the Alarm.

Any of the following can be used to raise the alarm		
1	2	3
Automatic Alarm system throughout premises	Call point-press to activate Shout "fire-fire"	
The alarm should activate automatically in a fire situation.	This will activate fire alarm. No need to press call point if alarm already sounding.	Upon hearing shout, activate any call point- press button on front.
The Alarm sounds like:	Electronic siren/buzzer- continuous & loud.	
The alarm panel is located:	Ground floor reception. The panel will indicate which zone has been activated.	
Intermittent bleeps:	This is the CO2 alarm in boiler room/adjacent corridor. It is NOT the fire alarm. Investigate cause.	

3. Evacuation procedure. Upon hearing the alarm, it is essential that evacuation begins IMMEDIATELY. Leave by nearest available fire exit. DO NOT WAIT.

Evacuation strategy			
Simultaneous evacuation	Phased evacuation	Progressive Evacuation	"Stay put"
✓	NO	NO	NO
Class instructors with Clients	Please escort your visitors to fire assembly point in front car park.		
Contractors	Will have been given fire safety information on arrival.		
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Vulnerable	Make yourself known to a Fire Warden who will arrange
persons/mobility	assistance.
issues	

If you are a Fire Warden	EVERYONE ELSE
The senior fire warden on site will take charge and dial 9-9-9.	LEAVE THE
Other Fire Wardens on site: Follow your allocated duties which the Senior person will provide. These may include-	BUILDING as above.
CHECK: Area (zone) of activation on alarm panel located in ground floor entrance lobby- could the alarm be false?	Go to designated
SWEEP: 1 st floor - ALL ROOMS & galleries.	assembly point and WAIT.
Ground floor - ALL ROOMS inc gym, changing rooms & saunas, other areas.	WAIT.
ASSIST: Be prepared to assist any vulnerable persons.	DO NOT leave this
ASSEMBLE: Check everyone is safely out of building.	area until you have been accounted for.
KEEP OUT: Make sure no-one goes back into building.	
LIAISE WITH FIRE BRIGADE.	

SILENCING &/OR RESETTING ALARM (eg in event of false activation). THE FOLLOWING CAN ONLY BE DONE BY A FIRE WARDEN. DO NOT MEDDLE.

1. A fire warden must verify alarm is "false" eg by physically checking zone/area of activation for signs of fire. DO NOT TAKE ANYONE ELSES WORD ON THIS- CHECK IT YOURSELF.

2. ONLY THEN silence alarm using panel in ground floor reception.

3. AS SOON AS ALARM IS SILENCED reset it from same panel.

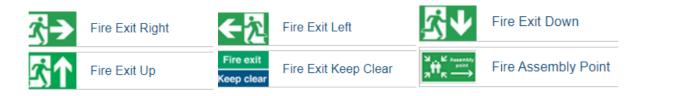
4. When reset, record details of activation in fire logbook.

5. ALL activations are to be recorded as we can learn from them.



4. FIRE EXITS

Unless the fire is blocking that route, <u>take your nearest exit</u>. Fire exits are marked with green running person signage - examples below. Arrow shows direction of safety.



5. FIRE FIGHTING EQUIPMENT

LOCATIONUSEKey exit routes & Other high-risk areas.Use to aid safe exit from Building.

Fire Wardens are under no duty to fight the fire but may do so IF:
1. The alarm has been raised.
2. He/she has been trained in safe use of fire extinguisher
3. There is a means of safe escape readily available.

6. PERIODIC (FIRE) SAFETY CHECKS

Daily	Weekly	Monthly	6-Monthly	Annual
Check alarm panel shows no faults ("green light"). Check fire exits &	Check alarm is working. Check extinguishers are		Fire alarm service. Undertake Fire evacuation drill.	Fire extinguisher service. Safety Inspection external fire
stairs are clear. Walk through re	in correct locations and not damaged/used.	of ALL emergency lighting units.		escape. Full 180-minute
housekeeping. Check radio handsets are	Review Fire Warden availability (if any functions).	Test CO2 alarm (boiler room corridor).		discharge of emergency lighting.
working.		Check contents of fire aid kit.		Check/update register of fire wardens.
		Check emergency signage in place and not damaged.		PAT-testing of electrical equipment. Review FRA.
ALL: UPDATE FIRE SAFETY LOGBOOK WHEN CHECKS COMPLETE				

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7. PERSONS AUTHORISED TO SPEAK WITH LOCAL MEDIA

Only those individuals listed below are authorized to speak with local media

Bryn Vivian - General Manager	(01476) 561449
Sarah Brown-Bar & Admin	
Dave Goodridge-Chairman	07803 269684

8. CIRCULATION

Name (capitals)	Signature	Date

END

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