


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

<p>SILENCING &/OR RESETTING ALARM (eg in event of false activation).</p> <p>THE FOLLOWING CAN ONLY BE DONE BY A FIRE WARDEN. DO NOT MEDDLE.</p>
<p>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 ELSE'S WORD ON THIS- CHECK IT YOURSELF.</p>
<p>2. ONLY THEN silence alarm using panel in ground floor reception.</p>
<p>3. AS SOON AS ALARM IS SILENCED reset it from same panel.</p>
<p>4. When reset, record details of activation in fire logbook.</p>
<p>5. ALL activations are to be recorded as we can learn from them.</p>

4. FIRE EXITS

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



5. FIRE FIGHTING EQUIPMENT

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



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

[illegible]

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