

SOUTH DEVON CAMRA
Sunshine beer & cider festival 25th – 27th July 2019
Teignmouth Rugby club

Emergency Plan

Introduction

The South Devon branch of the Campaign for Real Ale (CAMRA) is holding its Sunshine Beer & cider Festival at Teignmouth Rugby club on Thursday 25th, Friday 26th and Saturday 27th July 2019.

The aims of the event is predominantly about introducing and promoting real ale and cider. There will be live music (evenings only) at this year's event. The seating arrangements will be set out so that all fire routes and exits will be maintained.

The emergency plan will include the following;

- Action on discovering a fire
- Action on hearing the alarm
- How the evacuation of the premises should be carried out
- Where will the public and staff evacuate to
- Who will check the premises has been evacuated
- How you will communicate with the public (e.g. PA systems)
- Identification of key escape routes and how people can access them and escape from them to a total place of safety
- Arrangements for fighting the fire
- Duties for staff who have specific duties and how they will be identified
- Arrangements for the safe evacuation of disabled and persons affected by alcohol
- Arrangements for a roll call of staff and retrieving information from stewards
- Contingency plans for the failure of fire detection and warning systems
- How the emergency services will be called
- Procedures for meeting the emergency services and what information shall be given to them

This emergency plan is based on the Home Office guidance notes for large events and the fire risk assessment carried out by Teignmouth rugby club and reviewed by CAMRA in April 2019

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1. **Action on discovering a fire** (By a member of staff)

- Any person discovering a fire shall warn all persons in the vicinity orally and immediately raise the alarm by the most expedient means
- Where an electrical Fire Alarm System is installed, actuate the nearest break glass call point
- If stewards have been trained to use the fire extinguishers and the fire is small, the fire should try to be extinguished by the stewards. Any fuel cut off valves or electrical isolating switches should be shut down if possible. In no circumstances should staff take a personal risk. Where there is a large fire that can't be dealt with easily you should ensure that all clientele and staff have evacuated the area
- Having ensured all members of the public and staff have left the room or affected area, report to the fire assembly point (corner of the pitch by the flagpole) via the designated exits
- Close doors on leaving but do not lock
- If staff are certain there is a fire then the Emergency Services should be contacted when in a safe place to do so
- Do not go back for personal belongings
- When arriving at the fire assembly point, await roll call, which will be carried out by the Staff Officer or one of the management team
- If a member of staff has extinguished the fire, the Fire Brigade should still be informed for further guidance

Action on discovering a fire (By a member of the public)

- Any person discovering a fire shall warn all persons in the vicinity orally and immediately raise the alarm by the most expedient means
- Where an electrical fire alarm system is installed, actuate the nearest break glass call point. If no member of staff is nearby and you are in a safe area, call the Emergency Services
- If you are the last person close the door/s on leaving but do not lock
- Report to the fire assembly point (corner of the pitch by the flag pole) via the designated exits and inform a member of staff of the situation
- Do not go back for personal belongings.

2. **Action to be taken on hearing the alarm**

- All staff and the public should leave the building by the nearest fire exit. If your route is compromised by fire or smoke then use an alternative exit.
- On leaving the building all staff and the public should report to the fire assembly point (corner of the pitch by the flag pole)
- Time collecting personal belongings should be avoided and doors closed on exiting rooms
- If an alarm is actuated, the management team will investigate the incident and if necessary call the emergency services. If there is any doubt as to whether the alarm is genuine, the emergency services will be called
- Do not re-enter building. Await arrival of Fire Brigade or further instructions from the festival organisers

3. Evacuation of the workplace & escape routes to be taken

- On hearing the fire alarm or instruction from the public address system, all staff and the public (apart from those stewards and management that have specific duties) in the building must respond and evacuate the premises. This should be done in an orderly fashion and ensuring all doors are closed when passed through (not locked). Personal belongings should not be gathered
- Any disabled people will be aided by stewards, helpers and other staff.
- For staff and the public, evacuation is from the nearest fire exits. There are 2 in the main hall, 2 in the dining area and through the main entrance.
- All staff and the public are then to proceed to the fire assembly point (corner of the pitch by the flagpole) and await roll call or further instructions.

4. Fire assembly point and roll call procedures

- In the event of the building being evacuated, all staff (not involved in other duties) and the public will report to the fire assembly point. The fire assembly point is the corner of the pitch by the flagpole.
- The Health and Safety Officer, Staff Officer or other designated person (management team) will carry out a roll call from the staff roster sheet
- On the arrival of the Fire Service, the Health & Safety Officer or manager will give details of the roll call and fire situation to the Fire Officer
- He/she will also make the Fire Service aware, if not obvious, where the fire is and any person that may be missing
- First aiders will assist with any injuries and will liaise with H&S officer and Fire Service/ Ambulance Service
- If the building is evacuated, the building is not to be re-entered until authorised by the Fire Officer

5. Failure of fire detection and warning systems

In the unlikely event of a failure of the automatic fire detection and warning systems (AFD), an announcement will be made over the public address system. Additional verbal warnings will be given out by stewards and staff

6. Firefighting

Portable fire fighting equipment is provided throughout the building and in particular near fire exits. Providing they don't put themselves in danger, stewards, if qualified, will attack any small fire.

All portable fire extinguishers are hung on wall brackets with their handles or other carrying device, approximately 1.1m (3' 6") above floor level.

7. Special Duties

Stewards:

1. Will ensure all fire exit doors are free of obstructions throughout the period of the festival.
2. In the event of the AFD system not working, give verbal warnings to members of the public of the need to evacuate building.
3. If qualified, extinguish any small fire providing they don't put themselves at risk.
4. Ensure all members of the public are evacuated from the area that they are attending.
5. Pay particular attention to any disabled person.
6. Check all toilets in their area when evacuation is underway.
7. Report to assembly point and inform H&S officer of actions and any problems.

Staff:

1. Assist stewards with any persons who may need evacuating, particular those disabled.
2. If necessary verbally warn public of fire.

H&S Officer or designated deputy if absent:

1. In the event of the AFD system not working, give verbal warnings over the public address system, to members of the public of the need to evacuate building.
2. If an alarm has actuated, investigate and decide if emergency services are to be called.
3. If there is a fire, ensure fire brigade have been called.
4. Conduct roll call of staff at assembly point.
5. At assembly point, If possible, find out if any members of the public are missing.
6. Find out any necessary information from stewards.
7. Report to Fire Officer and report any findings.

Staffing Officer:

1. When evacuating, ensure register of staff is passed to H&S officer or in his absence take roll call and report to Fire Officer on their arrival.

Sunshine Management:

1. If necessary, carry out actions of a member of staff (Action on discovering a fire)
2. If an alarm has actuated, investigate and decide if emergency services are to be called. Inform H&S officer of incident. If in any doubt, call the emergency services.
3. In the event of an evacuation, assist H&S officer with roll call and gathering information from stewards.
4. In the absence of H&S officer and staffing officer, take roll call and report to Fire Officer on their arrival.
5. In the absence of the stewards, the management team will in addition to their own rolls carry out the roles of the stewards.

First Aiders

1. In the event of a fire and someone is injured, First Aiders will risk assess the situation and deal with as required, before or after leaving the building.
2. First Aiders will also assist any injured person to leave the building and report to the H&S officer or emergency services at the assembly point.