

# Fire Procedures for ASO Rehearsals in Llanarth Village Hall

## **There are 3 fire exits:**

- the main entrance door
- the double doors onto the sports field (where chairs are stored);
- through the kitchen.

**The evacuation assembly point** is at the far side of the car park from the hall, adjacent to the road and new gates.

The fire panel is adjacent to the main front doors

**The Fire Officer** is Tessa Lewis

**The Fire Marshall** is Clare Fisher

**Deputy Fire Officer** and deputy fire marshal is Heather Thornton

## **1. Responsibilities**

### **In the event of a fire or fire alarm,**

the Fire Officer is responsible for:

- Calling the Fire Service
- Ensuring the building's first aid kit is taken to the evacuation assembly point (Orchestra first aid kit is with Tessa Lewis)
- Ensuring the toilet area adjacent the main door is evacuated; (and ensuring the whole building evacuated if fire marshal is busy)

the Fire Marshall is responsible for:

- Instructing the orchestra to evacuate the building
- Coordinating the use of fire extinguishers
- Ensuring that the main hall and kitchen has been completely evacuated

the Deputy Fire Marshall is responsible for:

- Checking with section leaders that all their players are at the assembly point

Section leaders should report, at the assembly point, whether all their players are present.

### **In each rehearsal,**

the Fire Officer and Marshalls are responsible for:

- Ensuring exit routes are clear of obstruction (cases, unnecessary chairs).

all Members should follow basic safety in all rehearsals:

- Never obstruct fire exits
- Never wedge Fire Doors open
- Keep passageways and doorways clear

and should:

- Know where the fire exits are
- Know the location of the evacuation assembly point
- Know where to find the hall's Fire Action Notices
- Know where the fire extinguishers are
- Advise the orchestra chair or Fire Officer, if they have a health issue which may require additional support to evacuate a building

## 2. What to do when fire is discovered

- The person discovering or suspecting a fire must inform the Fire Officer and Fire Marshals immediately
- If for any reason, they cannot be contacted immediately, the person discovering the fire must take responsibility themselves to:
  - Initiate evacuation of the building
  - Call the Fire Service

If the Fire is small then the fire marshal may coordinate an attempt to put it out by using the appropriate Fire Extinguisher, if considered safe to do so. DO **NOT** spend too much time trying as this may put people in danger. It is best to tackle any fire in pairs.

Remember that it is smoke rather than the flames that kills and that fires generally give off toxic gases. These can affect your judgement.

Once an evacuation is ordered, everyone must leave the building immediately by the nearest exit, unless specifically requested otherwise by the Fire Officer. Leave the building quickly, only taking those belongings which are immediately to hand and which will not impede your exit or that of anyone else.

It is the responsibility of the Fire Marshal to ensure that everyone has left the building but should spend no more than 60 seconds doing so.

NOTE: It is NOT the responsibility of the Fire Marshal to endanger their own life getting people out who refuse to leave in a timely fashion.

- When you have reached the assembly point, inform your section leader that you are present and remain there until the Fire Officer tells you that it is either safe to return to the premises or to go home. You must not wander off or go home. This could cause confusion as to whether or not you are still in the building. The Fire Service will then have to spend time searching the building for you.

## 3 Use of Fire Extinguishers

It is important to use the right extinguisher for the fire. By using the wrong one you can make the situation worse. IF IN DOUBT LEAVE ALONE.

- *Before tackling any fire, the alarm must be raised*
- Work in pairs
- Take a second extinguisher (of the appropriate type) if readily available
- Always test the extinguisher before use
- Keep low
- Always have a way out (keep your back to the exit door)
- Withdraw immediately if the fire begins to get out of hand.