



11 King Alfreds Rd, Sedbury, Chepstow NP16 7DU

Registered Charity Number 1173511

## **EMERGENCY ACTION PLAN**

### **FIRE**

Fire alarm system is by sounding smoke detectors. Flashing Warning Beacon in the Toilet.

#### **IF YOU DISCOVER A FIRE:-**

1. Loudly shout **FIRE, FIRE, FIRE**
2. If safe to do so, inform volunteers of your discovery
3. Immediately vacate the premises by the nearest available Fire Exit and proceed to the Assembly Point indicated below.

#### **DO NOT RE-ENTER THE BUILDING TO COLLECT PERSONAL BELONGINGS**

If you have been trained and it is **SAFE** to do so, tackle the fire with the nearest Appropriate Fire Extinguisher, always ensure there is a **SAFE EXIT** route before attempting to extinguish ant Fire.

#### **WHEN INFORMED OF A FIRE:-**

1. Always assume it is genuine and do not stop to collect personal belongings.
2. Immediately vacate the premises by the nearest available exit.
3. Proceed directly to the assembly point indicated below and wait for roll call

### **ASSEMBLY POINT: - FRONT OF VILLAGE HALL**

#### **BY PLAY OR BENCH GRASSED AREA**

**DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY FIRE MARSHAL VOLUNTEER, UNDER INSTRUCTION BY THE SENIOR FIRE OFFICER PRESENT.**

## **EMERGENCY ACTION PLAN**

### **FIRE**

- ✓ If you discover a Fire: Shout in a clear voice **FIRE FIRE FIRE**
- ✓ If safe to do so, notify person/volunteer in charge of the nature and location of fire or **Phone The Fire Service yourself.**
- ✓ Fight the Fire if trained to do so, using the correct equipment located in **strategic positions around the building.**

If you hear: **The Fire Alarm Sounding.**

- ✓ Evacuate the building using: **All Available Exits.**
- ✓ Escape will be identified by: **Fire Exit Signs.**
- ✓ Shut all doors as you leave and go to the assembly point situated at:

**FRONT OF VILLAGE HALL BY PLAY AREA or BENCH AREA.**

A roll call will be taken using the register taken at the beginning of the activity.

**In Charge Volunteer or Group Leader will conduct the Roll Call.**

### **FIRE MARSHAL**

- **Nominated Fire Marshal:** will check the building is empty and that all persons are accounted for.
- **Nominated Fire Marshal:** will liaise with the Fire Service when they arrive.
- **Nominated Fire Marshal:** will make contact with the Committee Chair and Health and Safety Officer of the incident by Telephone Number on the bottom of the Roll Call/Register.

**DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED BY THE ATTENDING FIRE CREW OR FIRE MARSHAL.**

## EMERGENCY ACTION PLAN

### Medical Emergency

**There Must be at least one Volunteer or Group Official trained with the minimum of Emergency First Aid at Work (EFAW) in date certificate on the premises when an event is taking place.**

- If any person on the premises is taken ill, a trained first aider will take control of the incident and instruct the other volunteers with what is required, call ambulance, Defibrillator, Dressings etc.
- An Incident/Accident report form will be filled out by the first aider in charge.  
**Remember this is a legal document: (THINK OF DATA PROTECTION)** the only other agency to request a copy is a Medical Professional or Police Officer.

Dealing with someone who has taken seriously ill especially Catastrophic Bleeding, Stroke or Cardiac Arrest can be very traumatic for the person dealing or witnessing the incident. Please contact with Sedbury Space Chair and Health and Safety Officer who will support you.

Date approved: July 2023

Date of review: July 2025