



OLCHFA

THIRD PARTY LETTINGS

FIRE EMERGENCY ACTION PLAN (EAP)

Olchfa School
Gower Road, Sketty, Swansea
SA2 7AB

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SECTION 1

Workplace Details

Premises Manager: Wayne Tomkins

Caretaker/ Key Holder: Paul Jones/ Wayne Davies Tel: 07974 255411

- Sports Hall Letting; nearest emergency call point is D063 / D052**
- Gym Letting; nearest emergency call point is D045**
- Swimming Pool Letting; nearest emergency call point is D (TBC not currently labelled)
- Main Hall Letting; nearest emergency call point is D088**
- South Hall Letting; nearest emergency call point is is D008
- Conference Centre; nearest emergency call point is D009
- Classroom (10a) Letting; nearest emergency call point is D016**

The nominated assembly point for occupants of the premises is the 3G Pitch.

Disabled access/ egress available at the above labelled emergency exits**.

SECTION 2

Responsible Person for activity/ session / hirer will:

Will undertake 2 fire drills in a 12 month period:

1 during summer months

1 during winter months

- Will inform all activity participants/service users of the emergency procedures and exits and assembly points.
- Take a register of those present, this is to be used to conduct a role call in the event of an evacuation to ensure that all your group have safely exited the building.
- Will oversee all arrangements in respect of fire safety and ensure all emergency procedures are followed.
- Will ensure the facility is covered by a competent person to aid the evacuation at all times during the delivery of the activity.
- Will ensure the caretaker is informed of any fire at the facility when practical.
- Ensure that all fire doors are not obstructed, kept shut and never wedged open.

- The nominated person must conduct a sweep search of the area you are utilising in the facility, checking toilets and any additional rooms that could be accessed inadvertently by users to ensure they have all evacuated the building prior to role call.
- Ensure that Personal Emergency Evacuation Plans (PEEPS) are in place for any person that may require specific/additional need of support including mobility or disability.

SECTION 3

Means of Raising the Alarm

The means of warning of fire at this facility is an electrical break glass fire alarm system or automatically through smoke/heat detector. The fire alarm is clearly audible above background noises in all areas. The call points (break glass) are located in prominent places within the building and on final exit escape routes.

To raise the alarm in the event of a fire – Break the glass on the call point.



SECTION 4

PROCEDURES for FIRE

1. DISCOVERY OF A FIRE

At no time should any employee, visitor or activity coordinator /group leader attempt to extinguish a fire no matter how small. You must immediately evacuate the building by the nearest exit as a group in an orderly manner and make your way to the assembly point closing all doors behind you if safe to do so.

DO NOT PUT YOURSELF OR OTHERS AT RISK

In the event of fire being discovered which has not been detected automatically the nearest call point should be activated. This will activate the alarm *that is audible throughout the facility.*

2. Fire Alarm Activation Procedures – On hearing the fire alarm.

2.1.1 Responsible Person (Group leaders, 3rd party letting etc)

1. If heat, smoke or flames are present do not place yourself in any danger. Close doors behind you and leave the building through the nearest fire exit door.
2. If smoke or flames are visible through the glass panel in door, do not enter.
3. Proceed to the assembly point with all participants and ensure that all are present and accounted for.
4. The responsible person for the activity must contact the premises manager / caretaker when practicable
5. Caretaker to contact the fire brigade through the emergency number **999**
6. Any missing person must be reported to the fire brigade on arrival to the site.
7. Inform Fire and Rescue Service any missing persons and estimated location if known.

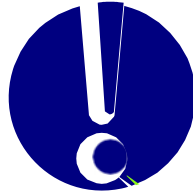
2.1.2 Following an Evacuation

Responsible Person:

Only when safe to do so, and advised by the Fire and Rescue Service– re-enter the building.

1. Discuss the incident with the caretaker/premises manager and support any investigation process.
2. Review all risk assessments and Emergency Action Plans for effectiveness.

SECTION 5



FIRE ACTION NOTICE

ON DISCOVERING A FIRE

1. Sound the alarm
2. Caretaker to call the fire brigade

ON HEARING THE FIRE ALARM

3. Leave by the nearest available route
4. Close doors behind you
5. Report to your designated fire assembly point

3G Pitch



**DO NOT STOP TO COLLECT PERSONAL BELONGINGS
DO NOT TAKE RISKS
DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO
SO BY THE FIRE SERVICE**

