

## **FSD ACADEMY**

HEALTH AND SAFETY DOCUMENT

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TITLE: **FIRE EVACUATION POLICY & PROCEDURE**

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### **FSD Academy / Highfield Rangers designated fire officer is Mr Alston Jarvis**

1. If you discover a fire, your priority is to ensure the safety of yourself and other people on the premises. You must assess the extent and type of fire. If you can extinguish the fire without endangering yourself then do so. If this is not possible (or if you are unsure) then proceed with the fire evacuation process.

- (a). Raise the alarm via the nearest 'break glass' point.
- (b). Make sure that the immediate area is clear of people.
- (c). Close the fire doors as you move away from the fire.
- (d). Do not allow anyone to go in the direction of the fire.

#### **ACTION REQUIRED WHEN THE ALARM IS SOUNDED.**

The following staff must act as outlined below when they hear the fire alarm.

Management on duty, Team Managers, Coaches and All staff should be aware of the location of all fire alarm points, fire fighting equipment and fire doors within the building. See attached sheet 3.

#### **2. DISCOVERY OF A FIRE**

- (a). Establish the position and nature of the fire as soon as possible.
- (b). Decide if a full evacuation is necessary and give instructions accordingly.
- (c). Instruct the clerk/receptionist to contact the Fire Brigade.
- (d). Ensure that staff carry out a systematic evacuation of the building.
- (e). When the building is clear, go to the assembly point.
- (f). Check that all staff and all customers are present.
- (g). When the Fire Brigade arrive, tell the Chief Officer about the location, extent and type of fire.
- (h). Instruct the staff and users to re-enter the building when you have been given permission to do so by the Chief Fire Officer.

### **3. CLERK/RECEPTIONIST**

- (a). Stop all transactions, close the till, and clear the phone lines.
- (b). Collect the current rota, booking sheet and contractor signing in book.
- (c). Call the Fire Brigade on the instruction of the Duty Officer. Ensure that you give the required details clearly and concisely.
- (d). Leave the building via the nearest, safest exit, closing all doors behind you.
- (e). Stop people from entering the building
- (f). Congregate at the assembly point and give the documents to the Duty Officer.

### **4. ALL OTHER STAFF**

- (a). Carry out a systematic evacuation of the whole building on instruction of the duty officer. Ensure that every public area is checked and that doors are closed afterwards.
- (b). Congregate at the assembly point.
- (c). Do not allow people into the building and do not re enter until you have been instructed to do so by the Duty Officer.

### **5. TEAM MANAGERS, COACHES AND YOUTH FOOTBALL STAFF**

- (a) FSD Academy & Highfield Rangers Youth Staff are responsible for the safe evacuation of the young people in the session. You must collect your registration information and direct your customers to leave via the nearest safe fire exit.

### **6. SPECIAL POINTS**

When you are evacuating the building:

- (a). Remain calm. Work quickly but try not to run.
- (b). Always visually check the area to be evacuated. It is not enough to shout in to an area and then move on.
- (c). Do not allow people to move upwards within the centre. (ie up the stairs).
- (d). Never use or direct people to use areas, corridors or stairwells containing fire or smoke.
- (e). Try to close all internal fire doors behind you to contain fire and smoke.
- (f). Customers should always leave the building via the nearest safe exit.
- (g). Customers must not be allowed to collect belongings, or to use the toilet or to waste time doing anything else.
- (h). Users and staff should congregate at a designated assembly point.

### **7. THE ASSEMBLY POINTS**

7.1 Assembly Point 1 is at the front of the building adjacent to the goal net on the football pitch 1 nearest to the front gate

7.2 Assembly Point 2 is at the rear of the building adjacent to the floodlight pylon near football pitch 3 towards the train line.

**USERS MUST BE DIRECTED TO THESE AREAS VIA THE SAFEST ROUTE.  
DO NOT WALK PAST ANY OF THE WINDOWS IN THE BUILDING IN CASE  
SHATTERING GLASS.**