



## FIRE EMERGENCY PROCEDURE

### Purpose

This procedure sets out the actions to be taken in the event of a fire or fire alarm activation to ensure the safe evacuation of all persons from The Holt Community Centre.

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### Raising the Alarm

A fire alarm may be raised by:

- Activation of a manual call point
- Automatic detection systems

On hearing the fire alarm:

- Treat all alarms as real
  - Act immediately
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### Evacuation Procedure

All persons must:

- Stop activities immediately
- Leave the building calmly via the nearest safe exit
- Not stop to collect personal belongings
- Proceed to the designated assembly point in Budgens Holt Car Park
- Not re-enter the building until authorised



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## Responsibility for Building Sweeps

### When Staff or Volunteers Are Present

- A nominated Fire Marshal / Duty Manager is responsible for carrying out a visual sweep of the building.
- Fire Marshals are appointed by the Management Committee and provided with basic fire safety instruction.

Sweep responsibilities include:

- Checking all rooms, toilets, kitchens, and accessible store areas
- Ensuring occupants have evacuated
- Closing doors where possible
- Reporting completion of the sweep to the person in charge at the assembly point

**Sweeps must only be carried out if it is safe to do so.**

**No one should put themselves at risk or delay their own evacuation.**

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### When the Centre Is Hired and No Staff Are Present

- The Hirer is responsible for ensuring that all members of their group evacuate the building.
- Hirers must:
  - Familiarise themselves with fire exits and procedures
  - Supervise evacuation of their attendees

The Centre does not guarantee a full building sweep when the premises are unstaffed.



## People Requiring Assistance

- Staff, volunteers, or hirers must assist anyone who may require help to evacuate, only where it is safe to do so.
  - Personal Emergency Evacuation Plans (PEEPs) will be used where applicable.
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## Calling the Fire & Rescue Service

- The Fire and Rescue Service must be called if:
    - There is a fire
    - Smoke or fire is suspected
    - The alarm does not stop
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## After Evacuation

- The Fire Marshal / Duty Manager will:
    - Confirm sweeps completed (where applicable)
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## Review

This policy will be:

- Reviewed annually
  - Updated following changes in legislation, guidance, or Centre operations
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## Approval

This Fire Emergency Procedure is approved by the Management Committee of The Holt Community Centre.



Date approved: \_\_\_\_\_

Review date: \_\_\_\_\_

Signed (Chair/Authorised Person): \_\_\_\_\_