



Fire emergency plan

1.	<p>Action members & staff should take if they discover a fire:</p> <p><i>Operate the nearest alarm call-point.</i></p> <p><i>Tackle the fire if possible, with available extinguishes only if trained to do so without putting yourself at risk.</i></p>
2.	<p>How will people be warned if there is a fire?</p> <p><i>The fire alarm system will sound automatically by activation of the manual call-point.</i></p> <p><i>Those with hearing or visual impairment will be informed by a member of staff and the fire evacuation procedure followed.</i></p>
3.	<p>How will the evacuation of the building be carried out?</p> <p><i>Everyone should leave the building by the nearest safe exit and report to the designated assembly point (By the sign on the big tree near the first tee). Fire Marshals will sweep the clubhouse to ensure people have evacuated. A roll call of staff will be undertaken by The Clubhouse Manager.</i></p>
4.	<p>Identification of escape routes:</p> <p><i>All exit doors can be used as escape routes. These are signed.</i></p> <p><i>The routes leading to the main entrance are protected routes.</i></p>
5.	<p>Fire fighting equipment provided:</p> <p><i>Fire extinguishers are located in the common parts of the premises and near fire exit doors. Only trained person to use extinguishers.</i></p> <p>Contingency plans if fire detection equipment, alarms, fire fighting equipment is out of order:</p> <p><i>If fire detection equipment/alarms are not working and a fire is discovered, inform those in the area to evacuate the building. Fire Marshals will communicate to people in other agreed areas. Where fire fighting equipment does not work, do not spend time looking for other extinguishers.</i></p>
6.	<p>Duties of employees with specific responsibilities in the event of fire:</p> <p><i>On hearing the alarm:</i></p> <p><i>All staff will escort visitors from the building and proceed directly to the assembly point. Fire wardens will ensure that:</i></p>



	<ul style="list-style-type: none"> • <i>Their areas are clear, machinery is switched off/isolated, windows closed.</i> • <i>The visitor's book is collected on exiting the building.</i> • <i>The Fire Brigade is contacted.</i> • <i>A roll call is made to ensure everyone is out of the building.</i>
7.	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as lone workers, young persons, contractors, those with disabilities, members of the public and visitors:</p> <ul style="list-style-type: none"> • Visitors: <i>The host/ employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest safe exit. Information on any visitors with either mobility, visual, hearing impairments will be noted on their arrival.</i> • Contractors: <i>must be given information about fire procedures and leave the building at the nearest safe exit.</i> • People with disabilities: <i>Trained staff will escort disabled people from the clubhouse. Disabled people or those who have difficulty with stairs, will be escorted without causing obstruction, by trained staff through fire resistant doors to refuge areas if safe to do so. They will wait with helpers, in a place near the stairs until other occupants have gone down and the disabled person is then carried or helped by trained staff.</i> • Lone workers: <i>On hearing a fire alarm or where a fire is detected lone workers will Dial 999 and ask for the Fire Brigade or other emergency service as appropriate and evacuate the building and not try to tackle any fire.</i> • Young persons: <i>Supervisors will ensure that young persons under their control evacuate the premises.</i>
8.	<p>How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this?</p> <ul style="list-style-type: none"> • <i>On hearing the alarm, the Clubhouse Manager will Dial 999 and ask for the Fire Brigade or other emergency service as appropriate.</i> • <i>Fire Wardens will call the Fire Brigade in the absence of the Clubhouse Manager (this may be best achieved using a mobile phone).</i>
9.	<p>Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</p> <ul style="list-style-type: none"> • <i>The Clubhouse Manager or other member of the Fire Warden team will liaise with the Fire Brigade on arrival.</i>
10.	<p>The following arrangements and training is given to staff at Hale Golf Club:</p> <ul style="list-style-type: none"> • <i>All staff: Fire drills annually.</i> • <i>All staff: Fire briefing annually.</i> • <i>Fire Warden training: for designated personnel.</i> • <i>Record of training to be maintained.</i> • <i>Training is reviewed annually.</i>

