

FIRE EMERGENCY PLAN

FOR

FIRST STROKES SWIMMING CLUB

**First Strokes Pool
342 London Road
Stanway
Colchester
Essex
CO3 8LT**



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EMERGENCY PLAN - FIRE

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INTRODUCTION

The Emergency Plan has been prepared as a training and guidance document.

The aim of the Plan is to make sure, that in the event of fire all relevant persons are sufficiently familiar with the fire routine and fire safety arrangements.

It is important for all employees/staff/volunteers to receive training in basic fire prevention and fire safety, and the fire evacuation procedures which are to conform to this Emergency Plan.

CONTENTS

The Emergency Plan is divided into six sections and two appendices:

- 1) General Information
- 2) Persons Responsible
- 3) Responsibilities
- 4) Evacuation Procedure
- 5) Information for the Fire Brigade

Appendix 1. Disabled Persons.

COMMENT

The Emergency Plan is for the benefit of all persons working in or resorting to **First Strokes Pool, 342 London Road, Stanway, Colchester.**

In order that the Plan remains valid, changes that may affect the Plan should be immediately reported to the Club Committee.

Relevant changes would include:

- (i) Alteration in partition layout
- (ii) Alterations to Fire Safety Provisions in the premises
- (iii) Change of person/s responsible
- (iv) Change in the work processes when high risk materials are involved. This will include flammable liquids and gas and any heat producing processes.
- (v) Employment of disabled person and/or a regular visitor having a disability that necessitates preparation of a Personal Emergency Evacuation Procedure (PEEP). See Appendix A.

The Club Committee will amend the Emergency Plan if it is considered to be necessary, and after consultation with Force Fire Consultants.

1. GENERAL INFORMATION

1(a) Building Description

A single storey modern brick and concrete block purpose built detached building built in 2003. The roof is a typical apex joist style with tiles, allowing for loft storage space and water tank. An extension for enlarged changing rooms was built in 2008.

The ground floor comprises of a 18m x 6m, 3 lane swimming pool with small equipment store, 2 viewing rooms, one of which has an office, changing room areas incorporating showers and WC's and a large reception area incorporating a disabled WC and baby change area.

Electrical services intake equipment is located in a separate boiler room attached to the rear of the building. A gas boiler is situated within this boiler room along with associated swimming pool plant and chemical storage.

Entry into the premises is via a ramp to the front entrance door, accessed from a large car park which is part of a garden centre complex. This leads into an enclosed entrance corridor and through a door into a large reception and waiting area. Access to the changing rooms, viewing rooms, pool and disabled WC are available from the reception/waiting area.

The building has no stairs. Access to the loft storage area is via ceiling hatches located in the reception area or boiler room.

1(b) Means of Escape

The front entrance is also the main exit route from the building. This exit discharges via an entrance corridor and down a disabled access ramp into a quiet area of a large car park.

A secondary emergency exit is via a set of double doors located within the pool area that exits directly into a staff parking area on the side of the building. This exit may also be used from the shower and WC areas via the pool.

1(c) Fire Resisting Doors

All doors have smoke stop properties and many ordinary doors will withstand the effects of fire for a period of time. All doors should, therefore, be closed when a room is vacant.

1(d) Fire Alarm System

The fire alarm system in the building comprises of break glass call points and a fire alarm control and indicating panel, which is situated in the entrance lobby.

The sounders are electronic sirens.

The fire alarm call points are strategically sited at final exits. The fire alarm call points are operated by pressing the glass which will easily fracture with a little pressure without splintering.

When the call point is operated, it makes an electrical contact, which sends a signal to the fire alarm control panel indicating fire. The control panel will indicate the location of where the alarm has been raised and will send a signal to the alarm sounders to put them into the evacuation mode of operation.

To reset the fire alarm system

- a) The broken glass to fire alarm call points must be replaced.
- b) On the panel turn the function key to the "control" position, press the "silence" button and the "re-set" button.

The system will then set itself into the acquiescent stand-by mode.

1(e) Emergency Lighting

Emergency lighting is installed to all escape routes in the building.

In the event of a mains power failure a battery back up to the lights will provide a reduced level of illumination that will be adequate to assist evacuees use the escape routes from the building.

1(f) Fire Fighting Equipment - Fire Extinguishers

Fire extinguishers that are suitable for the risk are strategically sited throughout the building and in the occupiers' premises.

The following general guidance is given:

Water Extinguisher

Use on fires involving normal combustible solids such as wood, paper, plastic and fabric.

Do Not use on fires involving live electrical apparatus.

Do Not use on fires involving flammable liquids.

Carbon Dioxide/Dry Powder Extinguishers

Use on fires involving live electrical apparatus and small quantities of flammable liquids.

When extinguishing a fire in electrical apparatus it is important to turn off the power supply otherwise re-ignition can occur as the carbon dioxide gas or powder disperses.

Spray Foam Extinguisher

Use on flammable liquids and may also be used on combustible solids. The extinguisher is now promoted as a multi-purpose extinguisher as it is rated to be a non-conductor of electricity if the discharge liquid comes in contact with a live electrical appliance.

Do not intentionally use on electrical apparatus.

Fire Blanket

The fire blanket's primary use is to smother a fire in a pot or pan on a cooker.

Care must be taken when draping the blanket over the pot that flames do not curl round the blanket to burn the arms or the face.

Use of Fire Fighting Equipment

All of the equipment is provided for 'first-aid' fire fighting.

Employees should only tackle a fire if they have received adequate training in the use of the equipment. No risks should be taken and in case of doubt -

GET OUT and STAY OUT!

2. PERSONS RESPONSIBLE

- (a) First Strokes Swimming Club Committee
- (b) Fire Wardens (*or coach etc*)
- (c) Fire Evacuation Co-ordinator for the Building.
- (d) All Persons

3. RESPONSIBILITIES (When Swimming Club is in attendance)

3(a) First Strokes Swimming Club Committee

- (i) Measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises;
- (ii) Measures in relation to the means of escape from the premises;
- (iii) Measures for securing that, at all material times, the means of escape can be safely and effectively used;
- (iv) Measures in relation to the means for fighting fires on the premises;
- (v) Measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises;
- (vi) Measures in relation to the arrangements for action to be taken in the event of fire on the premises, including —
 - a. Measures relating to instruction and training; and
 - b. Measures to mitigate the effects of the fire.
- (vii) Appoint an adequate number of Fire Wardens to control evacuation from the premises to the fire evacuation assembly area.
- (viii) Ensure that Personal Emergency Evacuation Plans have been prepared for disabled persons who regularly attend the premises.
- (ix) Organise fire safety training for Fire Wardens and Deputies.
- (x) Organise appropriate fire safety training for all employees.
- (xi) Ensure that adequate training is given to persons who are designated to assist disabled persons to evacuate from the building.

Note:

Fire Safety Instruction should be given by a competent person, at such intervals to ensure that everyone is instructed, preferably at least twice and in all cases, at least once in each period of 12 months.

It is particularly important to ensure that all newly appointed staff/employees or volunteers are made aware of the means of escape and fire procedures at the commencement of their employment.

Instruction and training should provide for the following:

- ✓ The building fire safety and evacuation procedures
- ✓ the action to be taken upon discovering a fire;
- ✓ the action to be taken upon hearing the fire alarm;
- ✓ raising the alarm, including the location of the alarm call points and the alarm indicator panel;
- ✓ the correct method of calling the Fire Brigade;
- ✓ the location and use of fire equipment;
- ✓ knowledge of escape routes, including any stairway not in regular use;
- ✓ knowledge of the method of operation of special escape door fastenings;
- ✓ isolating power supplies where appropriate;
- ✓ the operating of all escape doors, not in regular use, to ensure that they function satisfactorily;
- ✓ evacuation of the building to an assembly point at a place of safety (where members of the public are present, this will include reassuring them and escorting them to exits, and safely away from the building);
- ✓ Special procedures for the safe evacuation of disabled persons
- ✓ a roll call procedure where appropriate

3(b) The Fire Wardens

- 1) Check the section under their control to ensure the following:
 - (i) Exit doors are available for use and unobstructed.
 - (ii) Fire extinguishers are in position with tamper seals unbroken.
 - (iii) Fire alarm call points are indicated and clear from obstruction.

If any of the checks reveal deficiencies they are to be reported for remedial action.

- 2) Keep detail of any disabled persons who may need assistance to evacuate and ensure that necessary arrangements are in place.
- 3) In the event of the fire alarm operating take the following actions;
 - (i) Check through floor area including changing rooms and toilets to ensure that all persons evacuate.
 - (ii) Close all doors on the route of evacuation if time and safety permit.
 - (iii) Encourage occupants to proceed at good speed but without haste or panic to the assembly point.
 - (iv) Note the location and size of fire if in their section, whether it is being tackled by persons and any highly flammable substances that could become involved.
 - (v) Continue evacuation to the pre-determined evacuation assembly area and control persons to keep them out of the roadway.
 - (vi) Report to the Fire Evacuation Co-ordinator for the Building who will be standing at the Assembly Point. Give him/her advice on the status of evacuation from the section and other detail obtained relevant to the fire that may be of assistance to the fire brigade fire fighters when they arrive.
 - (vii) Note: The Fire Evacuation Co-ordinator will be the coaches and trained committee members that are in attendance.**

3(c) Fire Evacuation Co-ordinator

- (i) Put on the fire jerkin, collect the fire clipboard and take up position at the Assembly Point.
- (ii) Take control of the evacuation and record reports from Fire Wardens.
- (iii) Ensure that the fire brigade has been called to attend site.
- (iv) Obtain information in relation to the incident and pass to the Senior Fire Officer when the fire fighters attend site.

To Call the Fire Brigade

IN CASE OF FIRE

- 1) Obtain an exchange line on mobile phone or land line and dial 999 for the emergency operator.
- 2) Give the operator your telephone number and ask for **FIRE**
- 3) When the **FIRE BRIGADE** replies give call distinctly:

FIRE AT:

**First Strokes Pool
342 London Road
Stanway
Colchester
Essex
CO3 8LT**

**DO NOT REPLACE THE RECEIVER UNTIL THE ADDRESS HAS BEEN
REPEATED BY THE FIRE BRIGADE**

**CALL THE FIRE BRIGADE IMMEDIATELY TO EVERY FIRE OR ON
SUSPICION OF FIRE**

3(d) All Employees

Article 23 of the Regulatory Reform (Fire Safety) Order 2005 applies to all employees and sets a duty as follows:

Article 23 - General duties of employees at work

Every employee while at work must take reasonable care for the safety of himself and other relevant persons who may be affected by his acts or omissions. He must co-operate with his employer, and inform him of any work situation which he considers to be a serious and immediate danger.

The purpose of the article is to ensure that the existing duty continues to apply to employees in relation to fire safety and that it can be enforced by the relevant enforcing authority under the Regulatory Reform (Fire Safety) Order 2005.

4. EVACUATION PROCEDURE

When a person discovers a fire, the first and immediate action to be taken is to raise the alarm by operating the nearest fire alarm break glass call point.

The person discovering the fire may tackle the outbreak using the fire appliances provided but should only do so if they have received training and feel confident in their fire fighting ability. In case of doubt, evacuate following the normal procedure.

On hearing the evacuation signal all occupants are to evacuate via the nearest escape route and are to proceed to the predetermined assembly point. Visitors are to be escorted from the building.

If a person has information in connection with the outbreak of fire, this information is to be given to the Fire Evacuation Co-ordinator.

All employees are to remain at the assembly point until given further instruction.

Evacuation Assembly Point:

Grass bank at site perimeter fence

For safety during evacuation the following guidance is given:

- a) Remain calm and proceed in an orderly manner
- b) Do not delay to finish an important telephone call, it could become your last
- c) Do not delay to collect personal belongings
- d) If your normal escape route is obstructed by fire, turn away and go to your secondary escape route
- e) Give assistance as necessary to any person experiencing difficulty and do not hesitate to ask for help if you have a need
- f) Obey instruction given by Fire Wardens
- g) Do not re-enter the building until the Fire Evacuation Co-ordinator advises that it is safe to do so.

When the fire has been extinguished and the Senior Fire Brigade Officer is satisfied that the building is safe to re-occupy, the Fire Evacuation Co-ordinator will give instruction to the Fire Wardens for personnel to re-enter the building

5. **INFORMATION FOR FIRE BRIGADE FIRE FIGHTERS**

A copy of this sheet will be kept within the clipboard for the Fire Evacuation Co-ordinator, who is to complete as reports are given to him by other Fire Wardens on evacuation of various floors of the building.

Plant Rooms and Services Location

Boiler, pool chemicals and plant	Boiler Room accessed from outside
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Information Reference Fire Outbreak Location

Persons Tackling Outbreak Yes No

All persons accounted for Yes No

Materials Involved/ Information

Appendix 1. Disabled Persons

Definitions

There are no disabled persons currently in the swimming club, or that come under our responsibilities, and it is unlikely that there will be as disabled swimmers are recommended to join a nearby specialist facility. However should a disabled person be in attendance for a temporary period the club would ensure that he/she was provided with suitable assistance to safely evacuate from the building.

Should a disabled person become a regular visitor a Personal Emergency Evacuation Plan (PEEP) will be prepared.

1. Ambulant disabled people

Disabled people who are able to walk but who may depend on prostheses (artificial limbs), orthoses (callipers), sticks, crutches or walking aids

2. Disabled people

People with a physical, hearing or sight impairment which affects their mobility or their use of buildings

Evacuation of Disabled Persons

The following procedure is temporary and simple. It is to be set in place pending consultation with, plus an assessment of, disabled persons to establish Personal Emergency Evacuation Plans.

The Temporary Evacuation Procedure for Disabled Persons

When a person has been identified as being disabled, the evacuation procedure to be initiated is as follows:

- 1) If the disability is slight and the person can safely evacuate an assistant is to be appointed to help them as necessary to evacuate from the building and is to accompany them to the evacuation assembly area.
- 2) For a person having a severe disability that necessitates their being assisted out of the building one or more assistants must be appointed to give that assistance.
- 3) Detail is to be added to the Fire Clipboard of the disabled persons and the degree of their disability. This information is needed for the Fire Evacuation Co-ordinator who will give full details to the senior fire-fighter on attendance to the building.
- 4) Evacuation of disabled persons is to commence on the first operation of the fire alarm.

First Strokes Pool, 342 London Road, Stanway, Colchester

- 5) The Fire Evacuation Coordinator will use his resources to assist in the evacuation of the disabled person as reliance cannot always be placed on the fire brigade attending the building and assisting disabled persons to evacuate – strike situation.

Personal Emergency Evacuation Plans (PEEPs)

Where employees and regular visitors to a building require a plan, they should be provided with an individual plan. The plan must be tailored to their individual needs and is likely to give detailed information on their movements during an escape.

Standard plans for occasional visitors

A standard plan is used where there are visitors or casual users of the premises who may be present infrequently or on only one occasion. The provision of standard PEEPs takes account of the following:

- The disabled person's movements within the floor;
- The operational procedures within the floor;
- The types of escape that can be made available;
- The building systems, e.g. the fire alarm; and
- The existing egress plan.

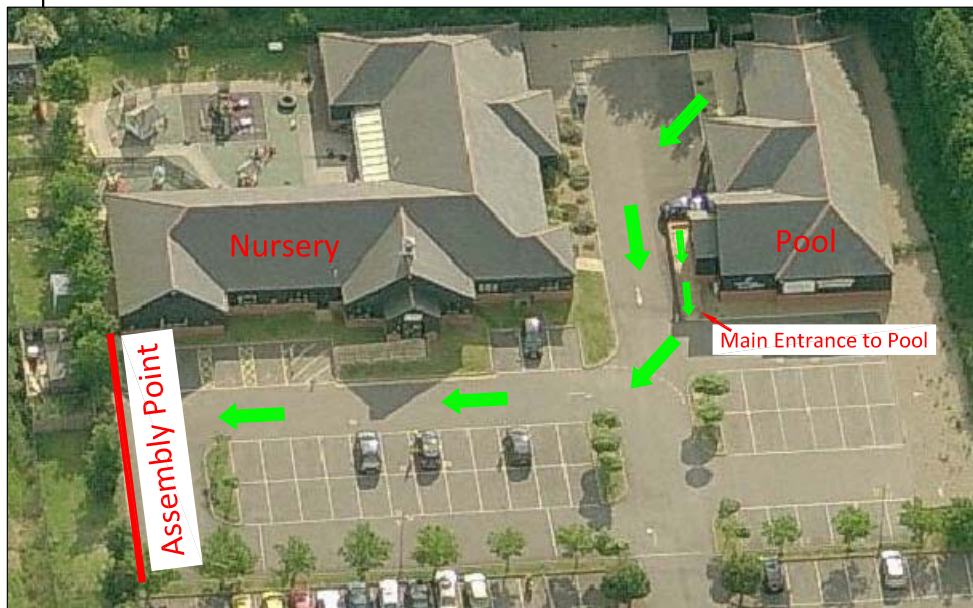
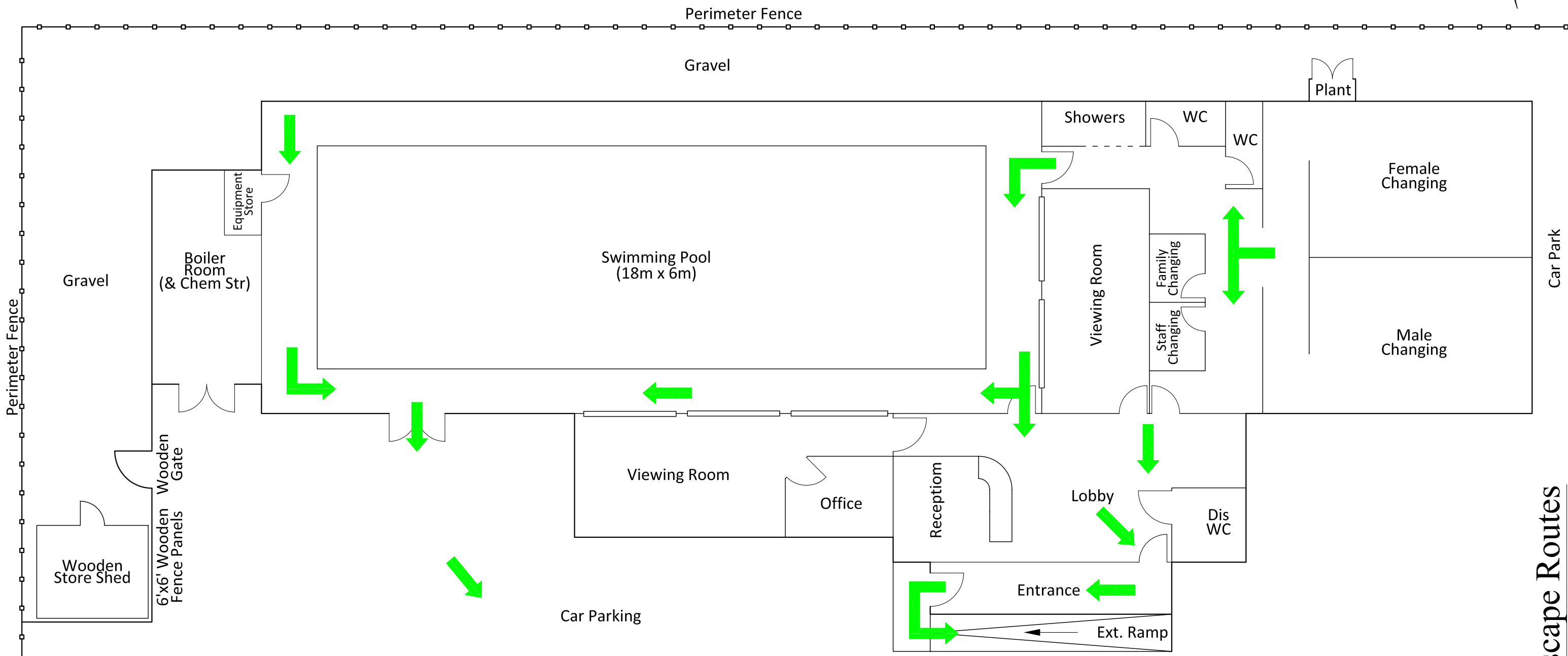
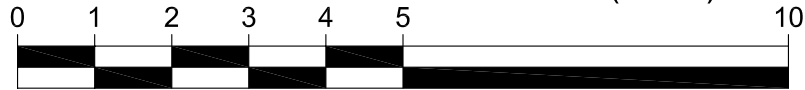
Standard evacuation plans are written procedures that can be used as options for disabled people to choose from. They are held at the reception point within the floor and are advertised and offered to people as part of the entry/reception procedures.

This is an extension of the process of signing into a building and being given a visitor badge with the escape procedures on the back of it. A disabled person requiring assisted escape is offered options for their assistance and is given suitable instructions.

It is understood by most people that when a fire alarm is activated they must all leave the building by the nearest exit, as quickly as possible, and reach a place of ultimate safety. The management of the floor and the building is required to keep escape routes clear and free from obstruction and to ensure that exits are readily available for use on quick-release devices which also offer protection from unwanted or illegal entry. However, everyone using a building for whatever purpose should also take some responsibility for their own safety wherever possible.

This responsibility also applies to disabled people, therefore disabled people can be expected to identify themselves when they are informed of the availability of a choice of evacuation plan and co-operate by giving any information necessary for the safe execution of the plan.

Scale 100 millimetres = 10 Metres (1:100)



DO NOT REMOVE THIS DIAGRAM - IT IS A LEGAL DOCUMENT

Emergency Escape Routes

Fire Consultants :-
Force Fire
 CONSULTANCY LIMITED
 11 Brunel Road, Gorse Lane Industrial Estate,
 CLACTON-ON-SEA, CO15 4LU
 Tel: 01255 221515 Fax: 01255 222493.
 E-Mail enquiries@forcefire.com
 URL: http://www.forcefire.com



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 7 Stonecrop
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 Essex CO4 5UG
 Tel/Fax 01255 688372
 E-mail info@cad-bureau.co.uk
 www.cad-bureau.co.uk



Ground
First Strokes Swimming Club
 342 London Road
 Stanway
 Colchester
 CO3 8LT



Floors
 Address
 Drawing Number:- **FSST**
 Drawn by:- S Blackwell Amended:- -
 Checked by:- D Cater Sheet:- 1 of 1
 Date :- 8th January 2010 Scale:- 1:100 @ A3 Size
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