FIRE EVACUATION PLAN

GENERAL EMERGENCY EVACUATION PLAN FOR:

Premises Address:	Mill Lane Changing Room and Workshops, Mill Lane Sport Field (Track between 93 and 95 Mill Lane. Signposted 'Sports Field') LN1 2HN What 3 Words ///commuted.send.blinking
Contact Number:	Council Office Number: 01522 703912 Grounds Manager: 07824 539414
Created On:	13 November 2026
For Review On:	November 2027

SOUND OF THE ALARM

The sound of the alarm will be a continuous warning siren.

RAISING THE ALARM

If a fire is discovered by a staff member or a staff member is notified of a fire, the alarm should be raised without delay by activation of the nearest call point. The alarm may also be activated by automatic fire detection.

ACTION STAFF SHOULD TAKE ON HEARING THE ALARM

The following actions should be taken on hearing the alarm:

- *Grounds and Estates Manager (or grounds team member if manager not present)* take charge and lead in the fire evacuation. They will also liaise with the Fire Service on their arrival.
- *Grounds and Estates Manager (or grounds team member if manager not present)* dial 999, give name, the building name and address, their contact number, request the Fire Service and provide details of the fire.
- Staff evacuate the building in a calm and orderly manner clearing areas as they leave, closing doors as they leave cleared areas, and providing assistance to people needing additional help to evacuate from the premises.
- Individual Personal Emergency Evacuation Plans (PEEPs) are in place for staff and regular visitors with additional needs as well as General Emergency Evacuation Plans (GEEPs) for members of public who may be visiting the building. Both will be implemented as appropriate subject to these people being on site.
- Designated staff, trained to act as Fire Wardens, will sweep the building to ensure all areas are clear (including back areas) if it is safe to do so and ensure all doors are closed on the way out.
- If safe to do, electrical mains should be switched off before leaving the building. The location of this is given below*:*
    - *Away changing rooms*
- There is no mains gas to the site.
- On hearing the fire alarm all staff should, without delay, go to the assembly point and allow fire wardens to check that all members of staff, visitors and contractors are accounted for.

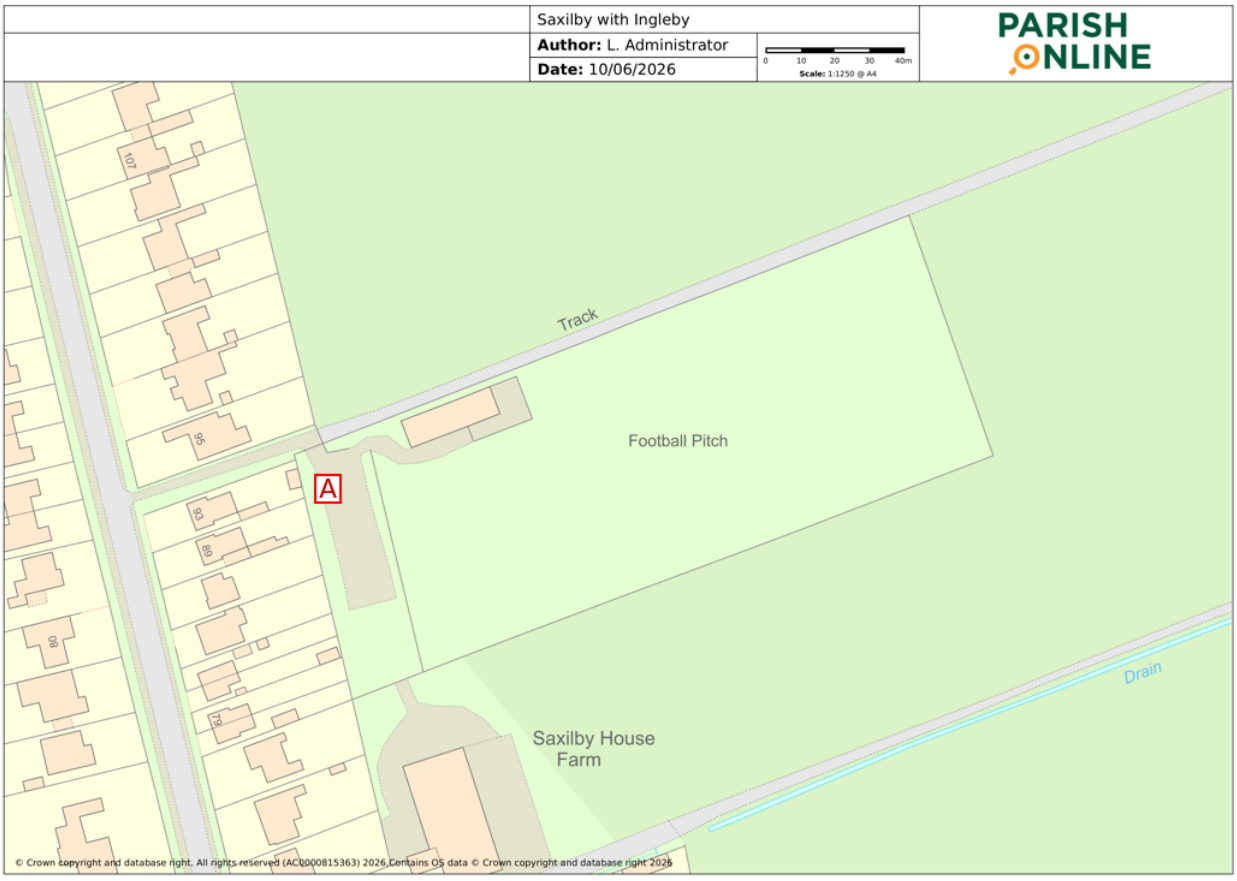
- Fire wardens should ensure that nobody re-enters the building until the Fire Service have confirmed that it is safe to do so.

ESCAPE ROUTES

- Via Workshop Entrance Door
- Changing Room Entrance Door
- Home Changing Room Fire Door
- Away Changing Room Fire Door

FIRE ASSEMBLY POINT

The assembly point 'A' is Mill Lane Car Park:



FIGHTING FIRES – EXTINGUISHER USE

Fire extinguishers should only be used where:

- Staff have received training and feel confident in their use. Staff should never put themselves in unnecessary danger and they should prioritise evacuating the premises safely.
- Where it is safe to do so, for example where there is a clear means of escape or the fire is small.

PERSONAL SAFETY ALWAYS TAKES PRIORITY AND, IF IN ANY DOUBT, STAFF SHOULD NOT ATTEMPT TO EXTINGUISH A FIRE.

LOCATION OF KEY SAFETY HAZARDS OR OTHER FIRE RELATED EQUIPMENT

- Gas supply shut off: No gas on-site
- Mains fuse box: Away Changing Room
- Mains water inlet: Mains water stop tap in 'away' changing rooms on wall. Water comes into the building at the workshop next to front fire escape main door and in the main kitchen.
- Fire alarm panel: Changing Room Entrance
- Fire blanket: Changing room kitchen
- Fire Extinguishers (see Appendix 2 plan for locations)

Hazards

- COSHH Cabinet: Workshop by entrance/exit door
- 13kg Propane cylinder under workshop workbench
- Fuel Tank 1: 1000l Diesel Workshop – wall by roller door
- Fuel Tank 2: 20l Petrol Workshop – in between entrance door and managers office.
- Fuel Tanks 3: 2 5l Petrol mix inside Stihl Cabinet in between entrance door and managers office.

NUMBER OF STAFF NEEDED TO CARRY OUT EVACUATION PLAN

To implement this evacuation plan one trained fire warden is needed on duty

EQUIPMENT NEEDED TO AFFECT THE EMERGENCY PLAN

- All staff have a mobile phone
- Hi-visibility vest/jacket
- First aid kit
- Torches

VARIATIONS TO PLAN

Explain when there might be variations to normal fire evacuation arrangements e.g. late opening, events, lone working etc. and what alternative measures would be needed. If variations to normal activities are such that the plan does not adequately cover these activities, then consider whether a separate evacuation plan is needed in these instances.

- **Club hire** - If football team is present and no staff on-duty, manager takes responsibility or if not present, the captain does

- **Lone Working**
  • A mobile phone must be kept on the person.
  • Arrival and departure must be logged.
  • No attempt should be made to fight a fire when alone—evacuate immediately.

- **Evening use / low visibility**
  • Torches and hi-viz tabards required.

- **Events or bookings**
  • Additional staff or volunteers may be required to help manage evacuation.
  • If activities differ significantly from normal use, a separate plan may be needed.

BACK UP ARRANGEMENTS

Back up arrangements in the event of fire alarm failure or key staff absence etc.

- If the automatic fire alarm system fails, staff must shout a verbal warning.
- If the responsible person is absent, the next senior staff member on site takes charge.
- If football team present and no staff on-duty, manager takes responsibility, or if not present, the captain

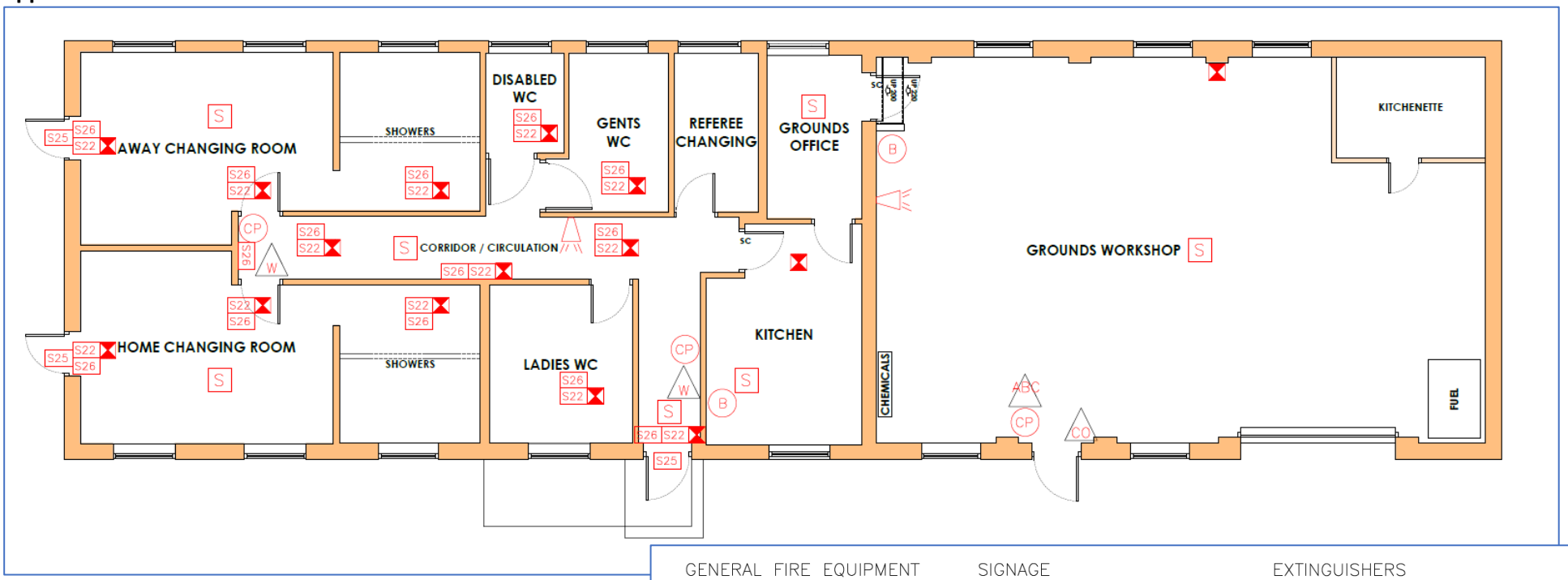
RESPONSIBILITIES

For ensuring

• This plan is up to date	Grounds and Estates Manager
• That adequate staff are on duty to carry out the evacuation plan	Grounds and Estates Manager
• Staff training on the evacuation plan and in their roles and responsibilities	Clerk

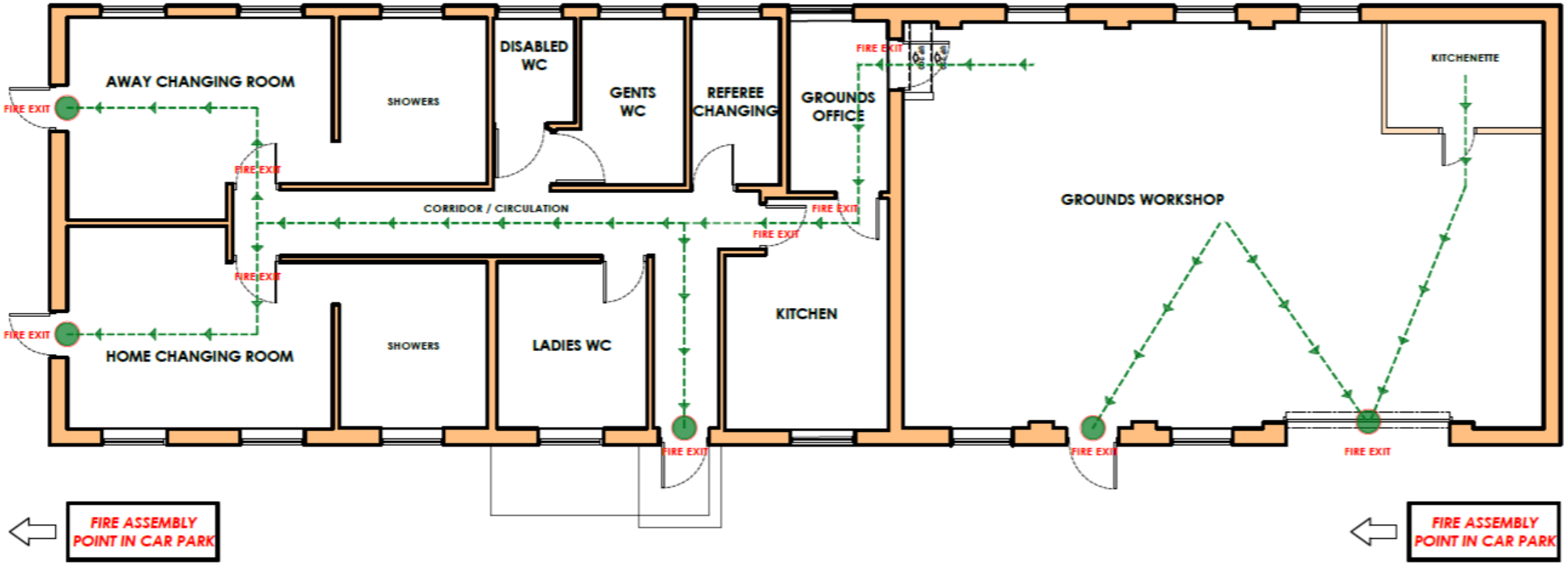
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Appendix 2:

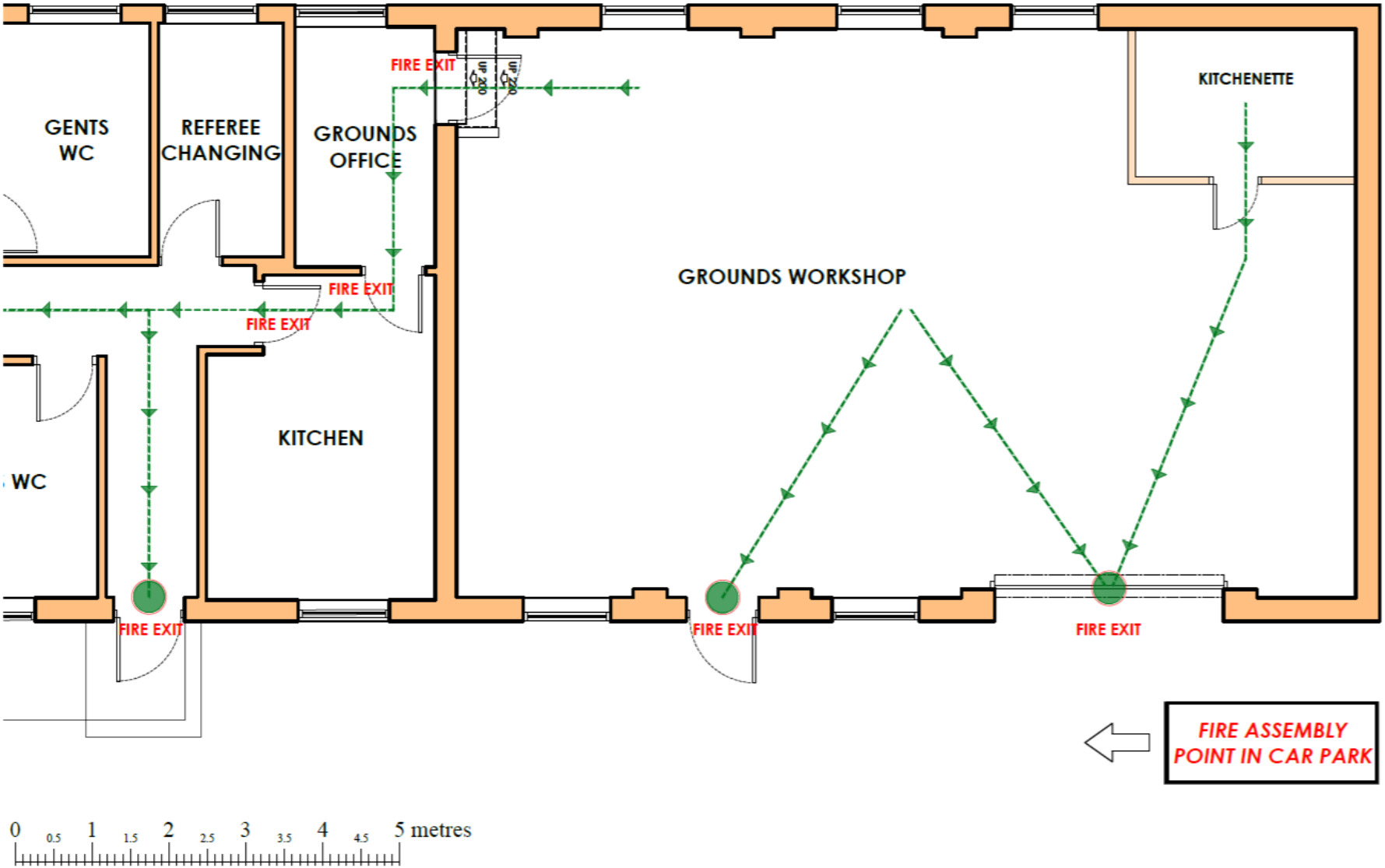


Fire Equipment Mill Lane Workshop and Changing Rooms

Fire Plan Overall



Grounds Workshop



Changing Rooms

