



Yatton Parish Council

Hangstones Pavilion,
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OUR MISSION: To ensure the provision of high quality services in our communities of Yatton and Claverham

Fire Evacuation Plan Adopted February 10th 2025 Next review April 2027.

This is the Emergency Fire Evacuation plan for Hangstones Pavilion.

1) Sound of the Alarm.

The sound of the alarm is a continuously ringing bell.

2) Raising the Alarm.

If a fire is detected by automatic detectors it will trigger the alarm.

If a fire is discovered and no alarm is sounding it can be triggered manually on a red call point box.

3) Escape Routes – all signed Fire Escape.

- **Lower Office Area** via two external doors unlockable, no key needed, turn knob.
- **Main Hall** - Fire doors in the hall.
- **Entrance area to the hall inc disabled toilet** via main entrance or external corridor door .
- **Kitchen** - external door.
- **Lower Changing rooms** via entrance door.

4) Fire Assembly Point – in the car park by the play area.

5) Fighting Fires – Fire Extinguisher Use.

Fire Extinguishers will only be used where:

- Staff have received training and feel confident in their use.
- Where it is deemed safe to do so i.e. there is clear means of escape and the fire is small.

Personal safety always takes priority and if in ANY doubt, staff or anyone else should not attempt to extinguish a fire.

6) Location of key safety hazards.

- **Gas Supply shut off – Lower office level in the disabled toilet.**
- **Mains Fuse Box – Electric room in the disabled toilet. Key for this in the key safe by the light switch panel – Access code held with the Fire Service.**

- **Mains Water inlet** – in the entrance by the gates into Hangstones.
- **Location of Fire Alarm Panel** – Main entrance hall by front doors.

Procedures in the Event of a fire.

- Call the Emergency Services.
- Evacuate the building and provide assistance if anyone needs additional help.
- Close doors and windows and switch off gas and electric mains if possible and safe to do so.
- Check all staff, contractors and hall users are accounted for at the assembly point.
- Assist the Fire Service with information on arrival.

STAFF ONLY - In the event of no obvious signs of fire but alarm is triggered.

- If it is safe to do and there is no obvious signs of a fire in the vicinity check the alarm to ascertain the area of the building that has triggered the fire alarm. If it is safe to do so carefully do an external check of that part of the building for signs of fire. If signs are found call the Emergency Services.

If no signs are found carefully check the area of the building and if no fire found disable the alarm and call out the alarm service company to investigate the fault.