

Chalford Sports and Social Club

Highfield Sports Ground, Highfield Way, Chalford Hill, Stroud, Glos GL6 8LZ

Fire Action Plan

As the responsible person for the event/function you have legal duties with regards to the safety of those persons attending or assisting the event.

Before the event or function you should be aware of:

- The layout of the hall
- The position of fire exits
- The location of the assembly point in the car park.
- A register of attendees
- Location of fire equipment.
- Identifying who will check attendees at the assembly point.
- The telephone is located behind the bar. ONLY AVAILABLE WHEN BAR IS OPEN
- Who will be responsible for calling the emergency services and giving them the location:
Chalford Sports and Social Club, Highfield Way, France Lynch GL6 8LZ
What3words ///vampire.broad.treetop
- Due to the location, it may take the emergency services a minimum of 20 minutes to arrive.

At the start of the event you should notify all those present that:

- There is a strict 'No smoking' policy inside the club
- The location of fire exits and, the assembly point in the car park.
- If a verbal warning is given, they should all leave the hall immediately via one of the lit emergency exits.

During the event or function you should:

- Ensure that the emergency exits do not become blocked.
- No naked flames are started (unless authorised e.g. candles)
- Do not attempt to deal with the fire unless it is safe so to do.
- Only use the fire extinguishers if you are trained so to do.
- **DO NOT try and re-enter the building until advised by the Fire Service**

Signed:

Printed:

Date of Hire: