

CIRCUIT ASSEMBLY OPERATION

IF YOU DISCOVER THE FIRE

Leave the area of the fire and raise the alarm, using the Fire Alarm system or alerting an Attendant.

The on duty Fire Safety Manager (either the Attendant or Circuit Assembly Overseer) will ascertain the severity of the fire, directing the trained Fire Fighters to the scene if needed. He will evaluate the situation and evacuate the building if necessary.

The Fire Safety Manager will either ring the emergency services himself or direct one of his team to do so.

The address is: Plymouth St Budeaux Kingdom Hall, Ernesettle Lane, Plymouth, PL5 2EY.

SHOW STOP

To evacuate the building requires what is called a 'Show Stop' Procedure which will halt the programme - this will be handled by the Fire Safety Manager appointed for the event.

The announcement should be made using the 'override' microphone in the Control Room - it will be heard throughout the building and will override the sound system. See the Evacuation Announcements below.

EVACUATION PROCEDURE

Evacuation of the Kingdom Hall will always be total - never partial or staged.

The fire escape routes are clearly marked, with the Principal Entrance as the prime evacuation route, while Final Exit 3 and 4 provides escape for side and front areas (see map).

The Assembly Area is at the top right of the Car Park when viewing from the Kingdom Hall Principal Entrance (see map).

For a Circuit Assembly Attendants will wear Hi-Vis vests during the evacuation, and encourage the evacuees to leave the building in an orderly manner using clear, simple hand signals and words.

The Attendants need to use initiative and redirect evacuees to other available routes and exits if the escape route they are managing becomes blocked.

A separating of injured from uninjured individuals needs to be made, with the injured kept towards the bottom of the Car Park, so that the Emergency Services can set up a treatment base and deal with injuries rather than having to find them amongst other evacuees.

If anyone is left within the building, due to collapse or for any other reason, the emergency services will deal with the situation - do not reenter the building.

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The decision to return to the building will be made by the Fire Safety Manager if the Emergency Services have not attended, otherwise the decision will always be made by the Emergency Service, who take command of the situation when they arrive.

Once an 'All Clear' has been announced the building can be reoccupied - with the return managed by the Attendant team.

ENTRY FOR EMERGENCY SERVICES

Car Park Gate 1 (see map) should always be unlocked, although kept closed, while the building is in use. In an emergency Car Park Gate 1 should be opened fully to allow entry for emergency vehicles.

NORMAL DUTIES

Attendants will need to keep escape routes and fire exits clear at all times.

The Fire Safety Manager needs make sure that a Personal Emergency Evacuation Plan (PEEP) is in place for those in wheel chairs and will little mobility.

FIRE DRILLS

Fire drills will be held at least annually to ensure evacuation teams.

RECORD KEEPING

A record of all incidents and evacuations will need to be completed.

Those on duty should 'sign-in'.

The Evacuation teams need to have been trained in Evacuation Procedures, knowing the escape routes, the announcements and procedures in an emergency. A record of this training needs to be made.