



Emergency Fire Action Plan Dreel Halls

**Anstruther Improvements Association
Dreel Halls
High Street West
Anstruther
KY10 3DJ
what3words: kite.lungs.confining**

Table of Contents

Emergency Fire Action Plan – overview.....	4
Actions on discovering a fire.....	5
Actions on hearing the fire alarm for person responsible for the premises.....	6
Fire Action Plan for all visitors on hearing the fire alarm (including users and contractors).....	7
Fire action plan for contractors and visitors.....	6
Fire safety training.....	8
Emergency contact numbers.....	9

IMPORTANT:

When the building is occupied, the main entrance door must be unbolted as this is a fire door. This should be recorded.

When the first floor is in use, the hold open device for the door between the ground floor kitchen and corridor to WCs must not be used, as this door is a protected fire door and must remain closed when people are upstairs.

EMERGENCY FIRE ACTION PLAN

This plan lays out procedures for internal and external persons, to enable everyone to react to fire emergency situations as they arise. The plan is specific to Dreel Halls, High Street West, Anstruther, KY10 3DJ.

Fire safety will be audited and reviewed regularly and the plan will be updated to ensure the AIA makes Dreel Halls a safe space to visit and work.

The plan is simple and specific to provide a structured approach to dealing with emergencies.

1. Actions on discovering a fire
2. Actions on hearing a fire alarm for the person responsible for the premises
3. Fire Action Plan for all visitors on hearing the fire alarm (including users and contractors)

The plan outlines the responsibilities of the person responsible for the premises and for visitors to the premises, to safeguard them from accident or injury should a fire occur.

It is part of the Dreel Halls terms and conditions of hall hire that hall hirers become the person responsible for the premises for the duration of their hire. They must read and agree to the content of the Emergency Fire Action Plan as part of the terms and conditions of hire.

Hall users must also clearly designate someone as the person responsible for the premises for the duration of use.

This recognises the importance of the role of the users of Dreel Halls in taking proactive action to reduce fire risks and to influence the outcome of the Emergency Fire Action Plan.

AIA Responsible person: Christine Palmer, 07846 225811 or 01333 631193 AIA Deputy responsible person: Kate Anstruther, 07976 945316
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Emergency Fire Action Plan created May 2021

Revised August 2022

Revised December 2022

Revised December 2023

Revised November 2024

Actions on discovering a fire

1. Raise the alarm, using the nearest fire alarm call point.
2. **If you have been trained, and only if it is safe to do so**, tackle the fire using the nearest suitable fire extinguisher.
3. If the fire is too large to tackle, close the door and move away from area, evacuating the premises using one of the available designated fire escapes.
4. Contact the Fire and Rescue Service by dialling 999 to inform them of the fire.
5. Contact the AIA Responsible person, Christine Palmer, on 07846 225811 or 01333 631193 at the assembly point in the graveyard and advise her on the extent of the fire (if she is unavailable, contact the AIA Deputy responsible person, Kate Anstruther, on 07976 945316).

Actions on hearing the fire alarm for person responsible for the premises

1. On hearing the fire alarm, the person responsible for the premises at that time should start evacuating the building. The person responsible for the premises should take a roll call of anyone who was in the building (e.g. staff, volunteers, visitors, contractors). If there is any suspicion that there is a fire, call the Fire and Rescue Service by dialling 999 and stating:
 - a) Your telephone number to the Operator.
 - b) To the Fire and Rescue Service: “The fire alarm has activated at Dreel Halls, High Street West, Anstruther, KY10 3DJ” and if possible what is on fire. The What3Words address is kite.lungs.confining.
2. Never hang up until you have repeated the address to the Fire and Rescue Service.
3. If there is no suspicion that there is a fire and if it is safe to do so, check the fire alarm panel (located on the wall just inside the emergency escape at the end of the ground floor corridor near the WCs), which will display which detector has triggered the alarm (the floor plan on wall beside the alarm panel shows the location of zones).
4. If it is safe to do so, check whether there is a fire in the indicated zone. If satisfied that there is no fire, or all occupants have been evacuated, the alarm can be silenced by entering '2222' followed by 'enter' and pressing 'Silence Alarm'.
5. Call the AIA Responsible person, Christine Palmer, on 07846 225811 or 01333 631193 and tell her that the alarm has been activated (if she is unavailable, contact the AIA Deputy responsible person, Kate Anstruther, on 07976 945316). She will organise for someone to attend to reset the alarm.

Fire Action Plan for all visitors on hearing the fire alarm (including users and contractors)

Visitors should be issued with guidance clearly stating the following actions to be taken in the event of fire:

1. Make your way out of the building using the nearest available safe exit and, where necessary, assist disabled persons to exit the building or to a place of refuge.
2. The exits are:
 - Main entrance door
 - The rear exit door from the Lower Hall
 - The side door at the end of the ground floor corridor, next to the WCs.Please make yourself familiar with the exit(s) in the area(s) you are visiting or working.
Fire Action notices are located at all these exits and throughout the building.
3. Do not stop to collect personal belongings.
4. Do not run or shout.
5. Proceed to the Fire Assembly Point in the graveyard to allow the person responsible for the premises to take a roll call.
6. Do not re-enter the building until advised by the person responsible for the premises or the senior Fire and Rescue Officer, if they are in attendance.

FIRE SAFETY TRAINING

The fire safety training for all employees is a legal requirement of the Fire (Scotland) Act 2005 (as amended) and the Health and Safety at Work Act 1974 and it is essential that all staff receive it. The following outlines the programme of fire safety training to be undertaken by Anstruther Improvements Association, Dreel Halls, High Street West, Anstruther, KY10 3DJ to comply with these requirements.

Induction training

This will be carried out before any new employee takes up their regular duties in the premises. The training will cover the following aspects:

1. A safety tour of the building showing all escape routes, location of fire alarm call points and main fire alarm panel and what the fire alarm sounds like.
2. Location and use of the portable fire-fighting equipment.
3. Evacuation process in the event of the fire alarm sounding.
4. Their specific role in the event of a fire emergency occurring.

Routine training

All employees will receive fire safety training at twelve monthly intervals where the following should be covered:

1. Reinforcement of initial induction training.
2. Update on any new processes or procedures that may change the actions required in the event of a fire emergency. This will include risks associated with new equipment installed.
3. Review on lessons learned through practical assessment of drills, fire alarm actuations or actual fire emergency situations since the last training event.

Evacuation drills

These will take place at a minimum of six monthly intervals and will involve, where practicable, all members of staff. All drills will be observed and operational issues that arise that challenge the fire action plan will be resolved.

Young Workers

Workers under 18 years of age must receive additional training for their role in the workplace. A key element to this training should be their emergency response actions, therefore persons in this age group should be given additional training.

All of the above fire safety training must be recorded by the AIA Responsible person or Deputy responsible person to ensure that staff members fulfil their duties in this matter.

Emergency Contact Numbers

Fire Alarm Company

Scottish Security & Fire
Systems, 01592 654000

Fire Extinguisher Company

Stuart Ramsay (Fire Protection) Ltd
01382 731199

Emergency Lighting Company

Scottish Security & Fire
Systems, 01592 654000

Electricity

EDF
Power cut or emergency: 105
Account: 7253049623

Water

Scottish Water
0800 0778 778