

MERSEYSPO EMERGENCY EVACUATION PROCEDURE

These Evacuation Procedure are design to cover all possible Emergencies where The Centre needs to be evacuated.

The building is covered by 10 Break Glass Fire Alarm Points, that when activated will set off the alarm system and an audible klaxon will be heard. In the case of any Emergency a fire break alarm point will be activated.

In the event of any Emergency, it is the responsible of the Manager or Admin Officer to organise the Evacuation of the Centre.

All staff, trainees and visitors will then cease what they are doing, will not stop to collect belongings and exit via the nearest fire escape route, and report to the fire assembly point in the car park next to the compound where they will await roll call and the all clear given.

In the event that the Centre need to be Evacuated and there are customers and staff on the water, it is the responsibility of the instructor/s to keep his/her group/s away from the Centre until the all clear as be given.

In the event of power failure, Emergency lighting will come into operation, illuminating fire exit routes.

Administration will be responsible for contacting the fire brigade and collect a hand held radio, booking-in and signing-in books, but first ensuring their own safety.

User Groups and their representatives are responsible for their members and visitors to their clubs in the event of an Evacuation.

When The Centre is being used for a large event such as "have a go days", dragon boat events etc. fire marshals will be appointed at the beginning of the event and made fully aware of the Evacuation Procedures. All marshals will be given highly visible T-shirts or bibs so they can be easily recognised and then be given designated areas to evacuate in the event of an emergency.

Contractors will be aware of safety procedure via their permit to work information.

All fire equipment is checked on a daily/weekly/monthly basis and is recorded within the fire precaution logbook as laid down under the provisions of the fire certificate for the Centre.

Procedure For Evacuating The Centre

A minimum of 3 to 5 marshals will be appointed at the beginning of the event, they will be briefed, and then given their designated areas, 3 marshals for small events and 5 marshals for larger events.

The designated Areas are -:

- The Quayside
- The Upper Level
- The Lower Level

The Quayside -: 1 marshal will be placed on the quayside directing people to the Fire Assembly Point, and ensuring nobody re-enters The Centre.

The Upper Level -: The marshal/s designated to the upper level will be responsible for ensuring that all upper level walkways are evacuated, **and only if it is safe to** enter the building and evacuate café, lecture room, toilets, offices, reception, equipment room, staff room, toilets and both changing rooms. Ensuring their own safety at all times.

The Lower Level -: The marshal/s designated to the lower level will be responsible for ensuring that all lower level walkways, storage cages and pontoons are evacuated. Ensuring their own safety at all times.

Under No Circumstances are any marshals to attempt to fight any fire whatsoever, no matter how big or small.

Only members of staff who have been trained in using The Centre Fire Fighting Equipment are allowed to attempt to fight any fires, **and only when if is safe to do so.**

Rob Sutcliffe
Merseysport Centre Manager
21.06.06

BOMB SCARE - EVACUATION PROCEDURE

Procedures to be followed are the same as for Emergency Evacuation Procedures - i.e. Staff, Trainees, Visitors and Contractors.

Administrations are aware of the procedure in the event of suspect packages.

In the event of a suspect package or letter being founds, Administration would then operate the fire alarm system and the Centre would be Evacuation. Administration would then contact both police and fire brigade, who would the contact the bomb disposal squad.

The suspect area would have been sealed off.

The Centre would only be re-entered after the all clear as be given by appropriate authorities.

Rob Sutcliffe
Merseysport Centre Manager
21.06.06